UNITED STATES ARMY CONTRACTING COMMAND, EUROPE

GOVERNMENT PURCHASE CARD (GPC)

PROGRAM

C.A.R.E. EDI TRAINING

ADP REQUIREMENTS

VERY IMPORTANT!!!

Pentium 120 MHz or higher

36 MB memory64 MB recommended to run reports
Windows 95, 98, 2000 or NT

Internet Explorer 4.1 (with server pack 1), 5.0 or Netscape Navigator 4.5 or higher

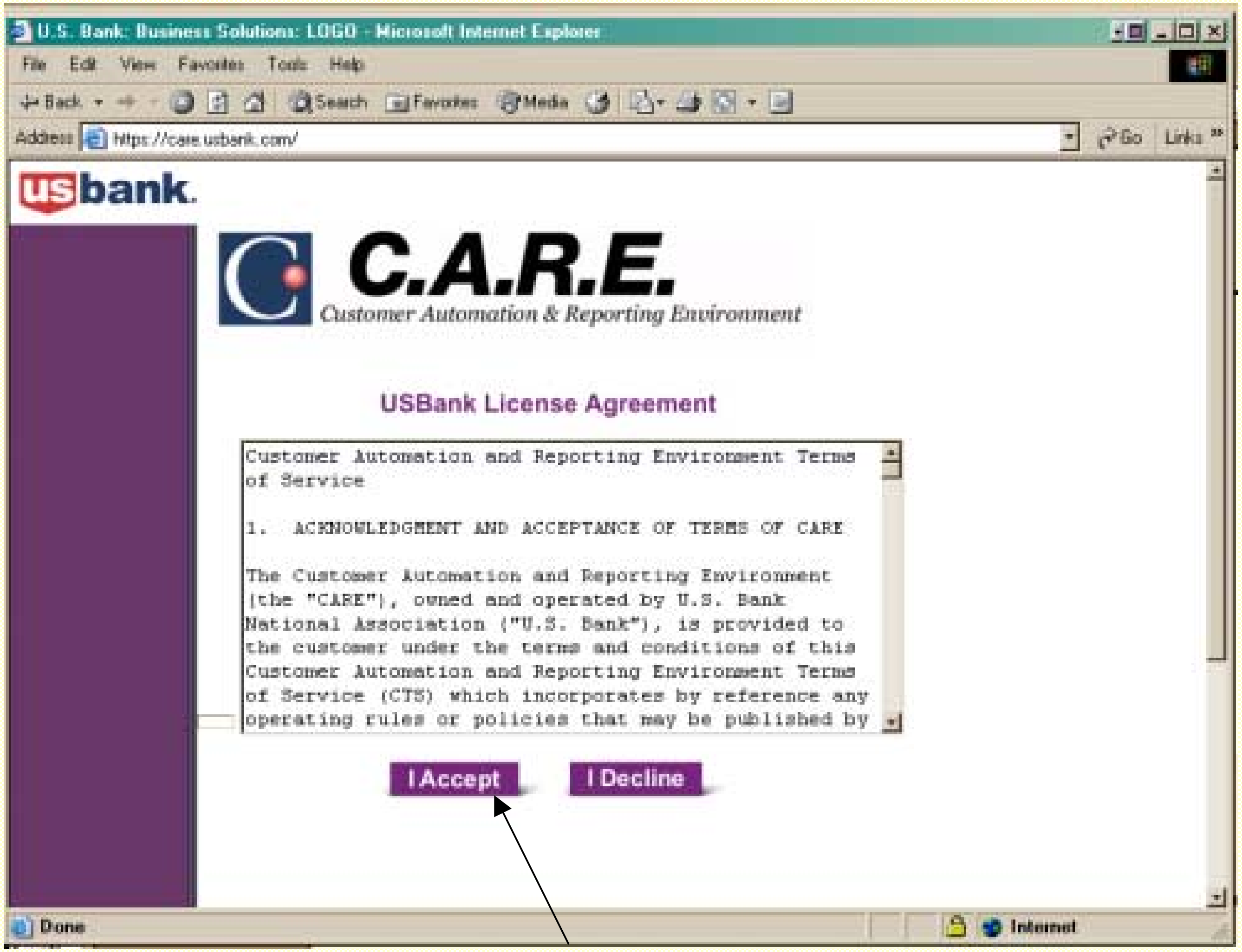
Internet connectivity

128 Bit Encryption

IMO Support – Down Load JAVA Applets

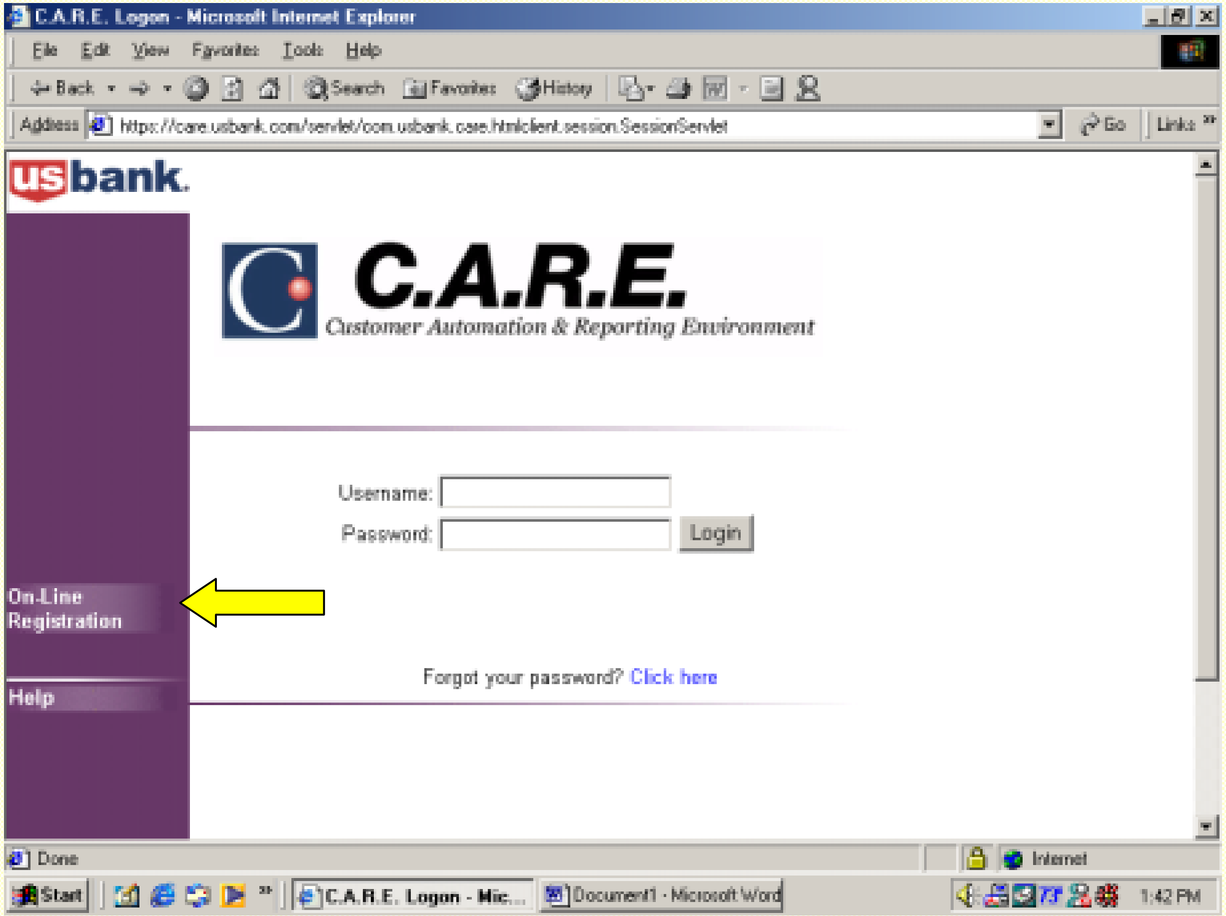
CARE EDI

HTTPS://CARE.USBANK.COM



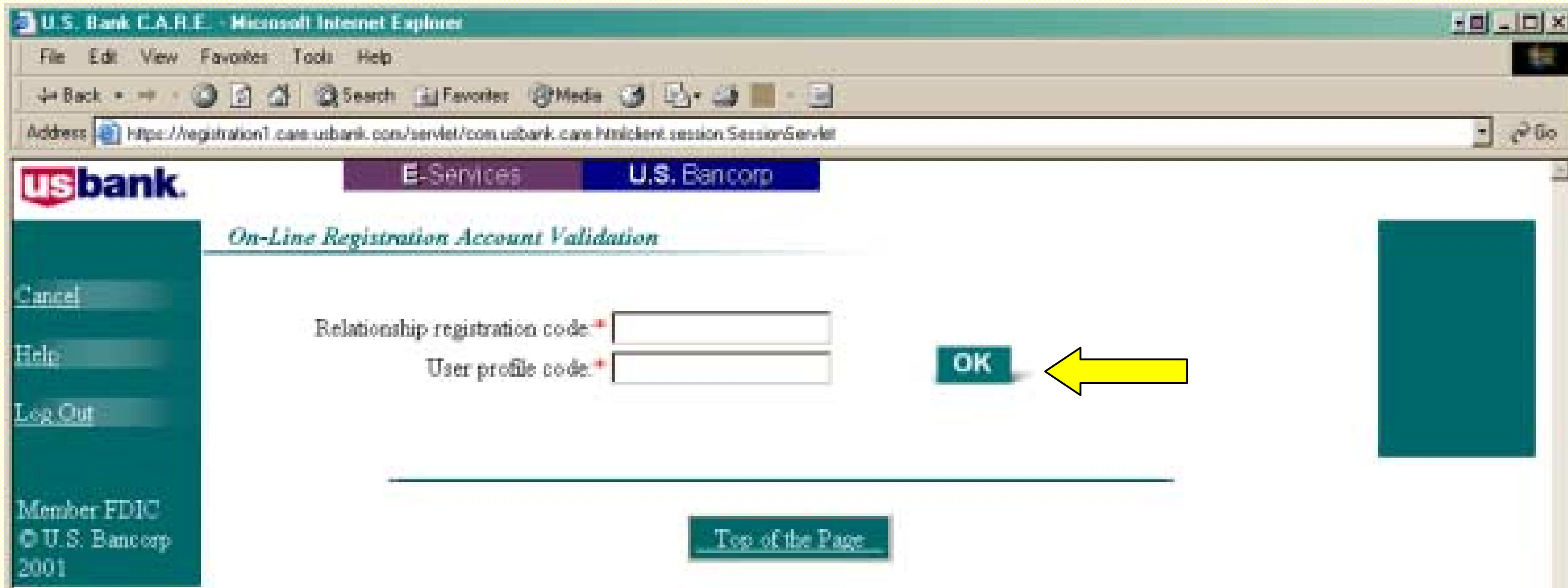
To login, go to the above site and click on "I ACCEPT".

CARE EDI



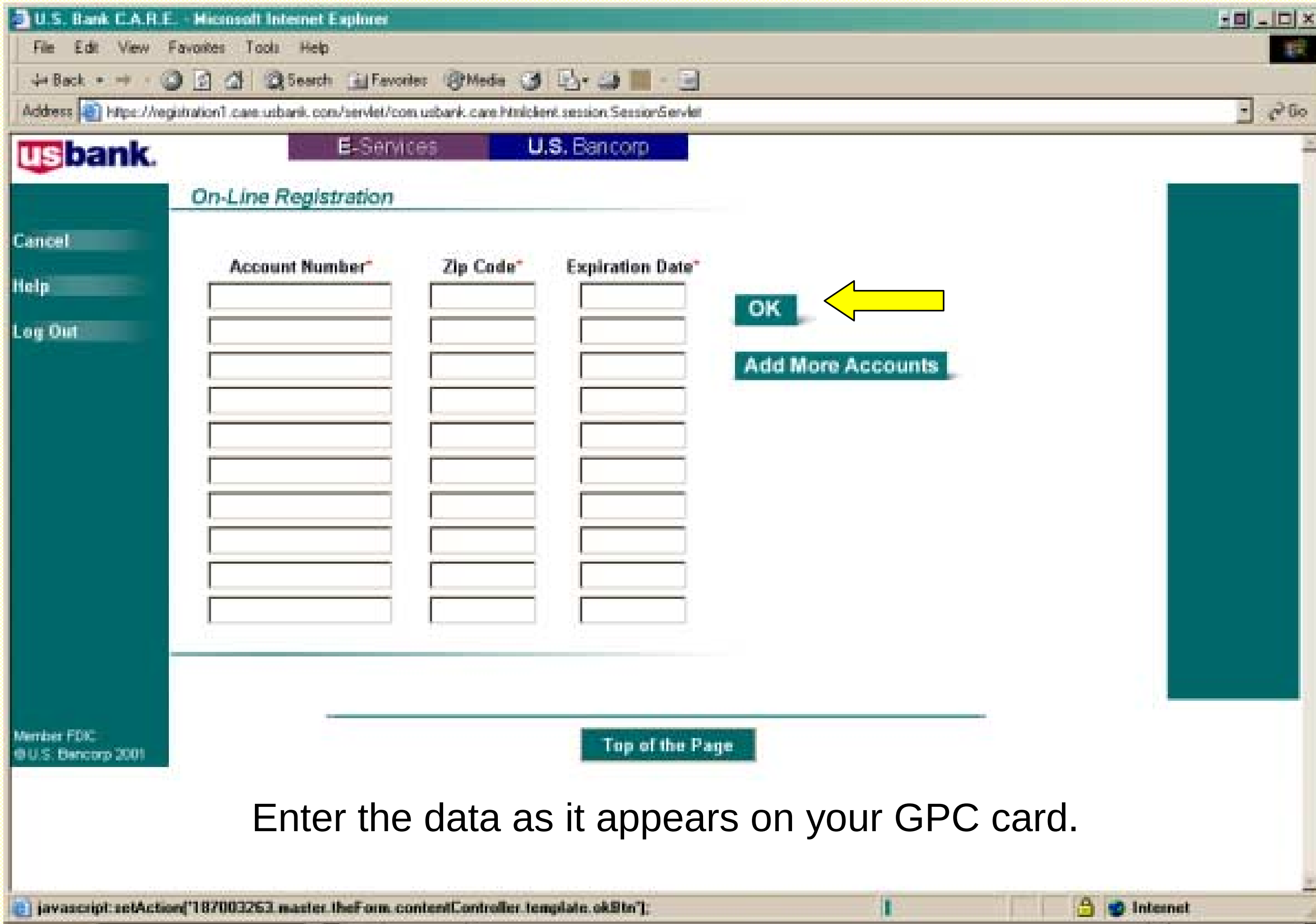
Approving Officials will receive their Username and Password from the RCO.
Cardholders can create their own Username and Password by clicking on and completing the On-Line Registration section.

CARE EDI



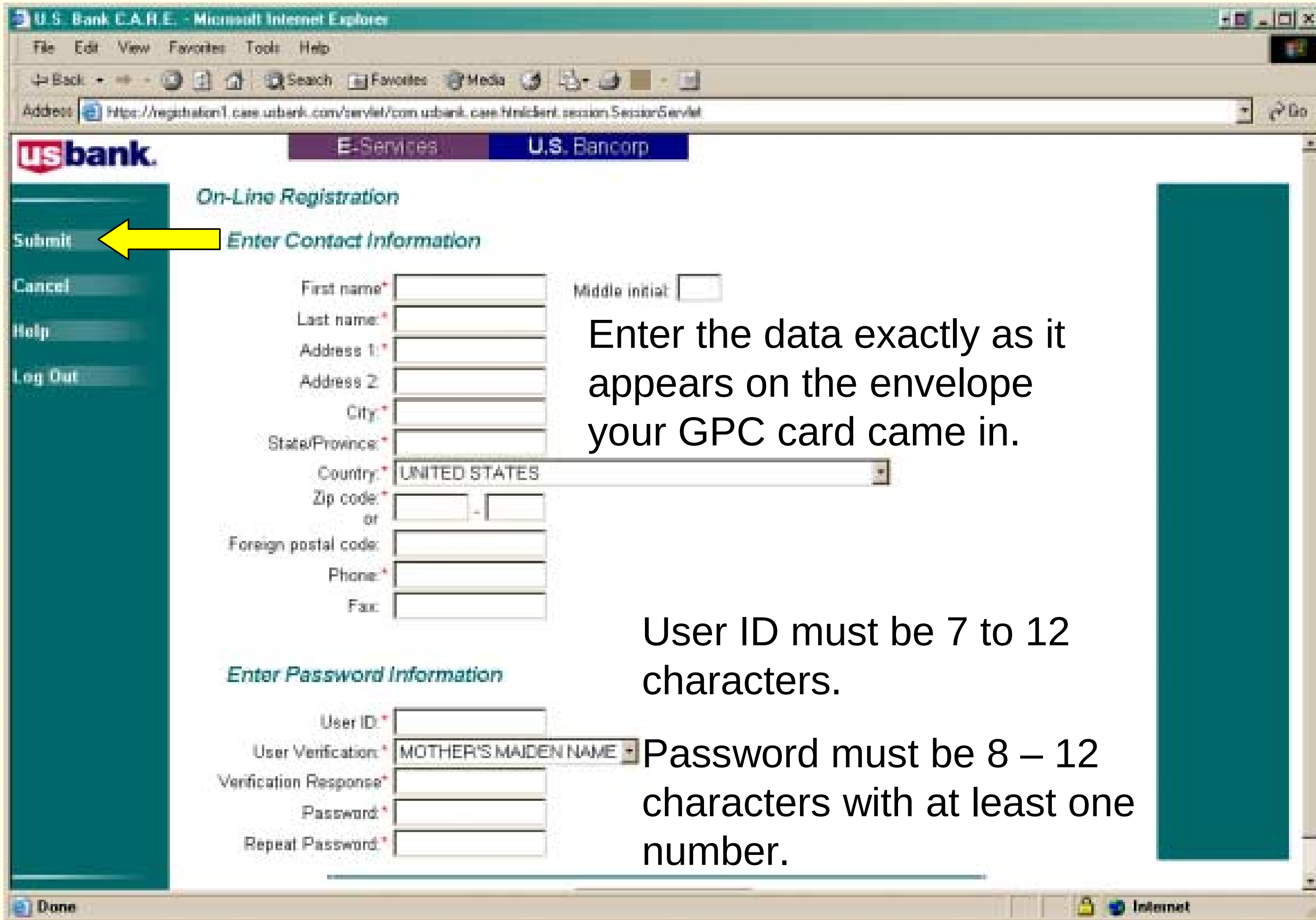
Cardholders will need to call the RCO to get the Relationship registration code and the User profile code information once they receive their card in the mail.

CARE EDI



Enter the data as it appears on your GPC card.

CARE EDI



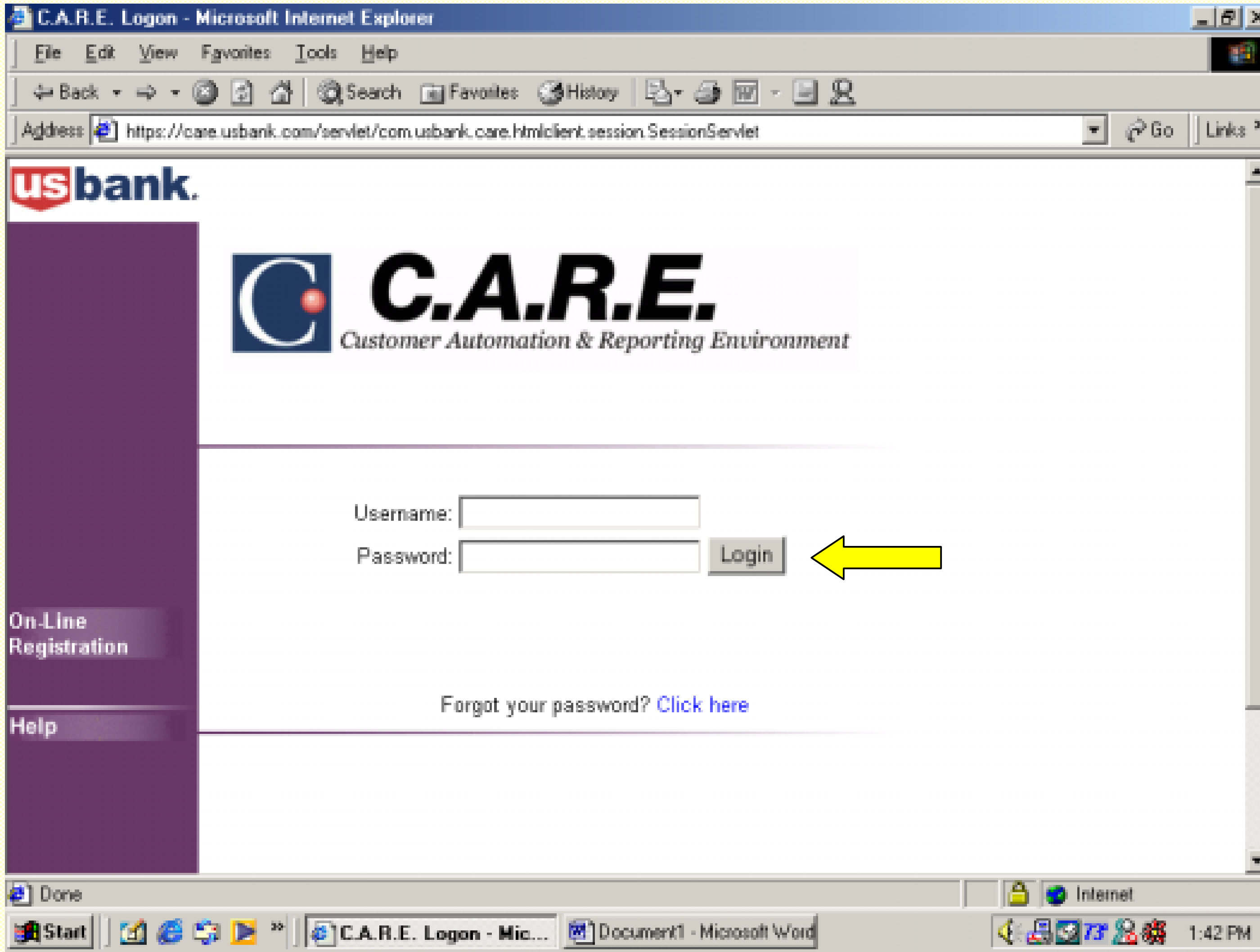
Enter the data exactly as it appears on the envelope your GPC card came in.

User ID must be 7 to 12 characters.

Password must be 8 – 12 characters with at least one number.

CARE EDI

You must enter your **username** and **password**.
The first time you enter your password you will be prompted to change your password. It must be 8 - 12 characters with at least one number.



CARE EDI

CARDHOLDER INSTRUCTIONS FOR OPERATION OF C.A.R.E.

This is the next screen you will have. The following items are available.

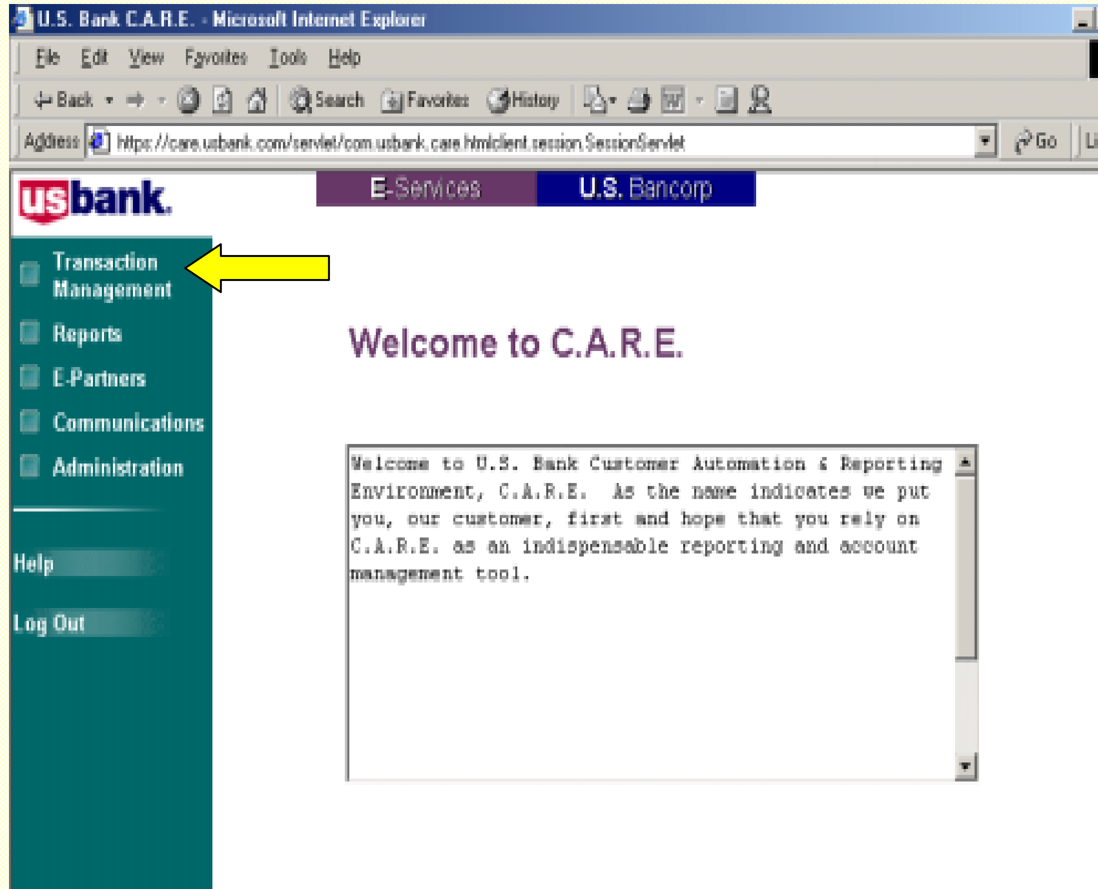
Transaction Management is used to enter your purchases, print your logs, reconcile your accounts and approve your monthly statement.

Reports are used to print your monthly statement.

E-partners is not currently available.

Communications is not available.

Administration is used to change your password.



CARE EDI

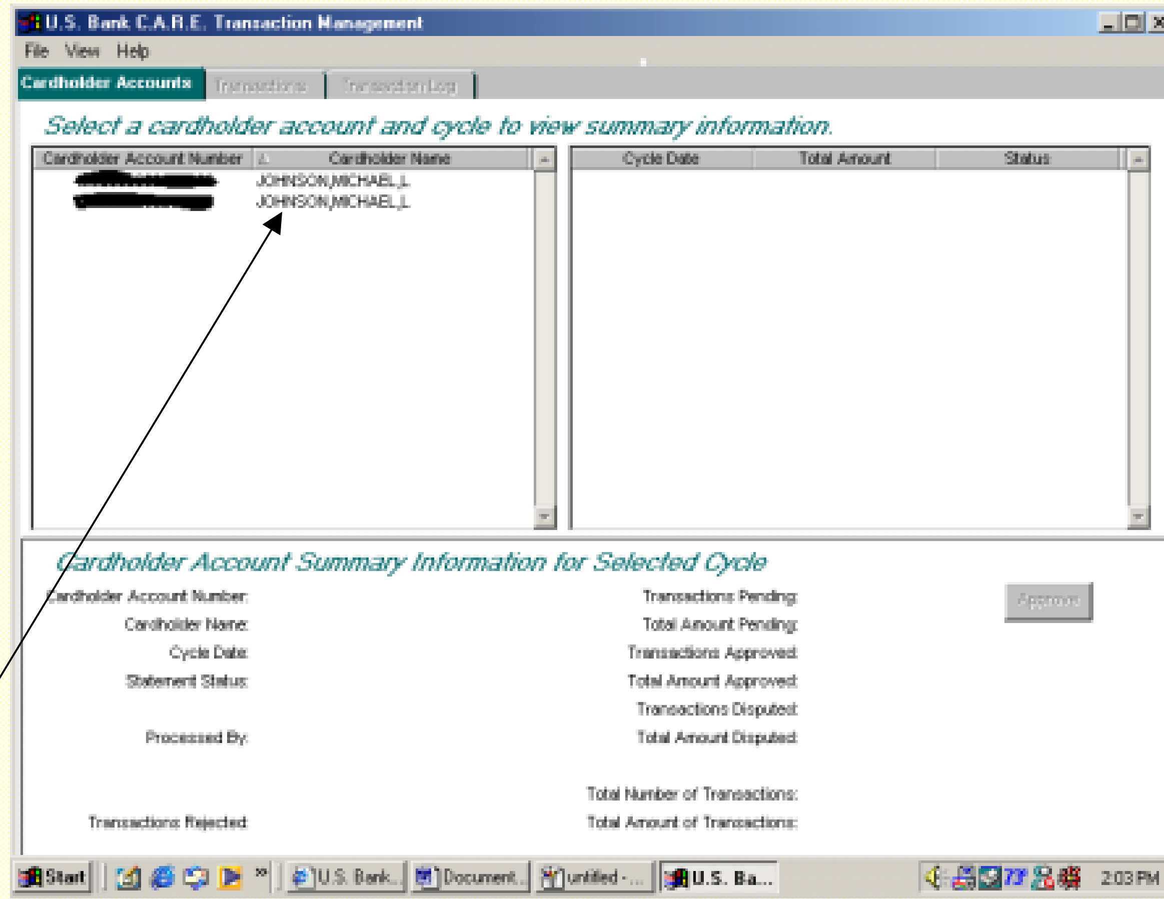
Click on ***Transaction Management***. (It may take a few moments to load so be patient)

This is the section where you will maintain the purchase **Transaction Log** and **Approve** purchases made.

<u>You can approve individual transactions as they post to your statement</u>

Using the **Transaction Log** is mandatory.

<u>Highlight your account by clicking on your account number or name.</u>

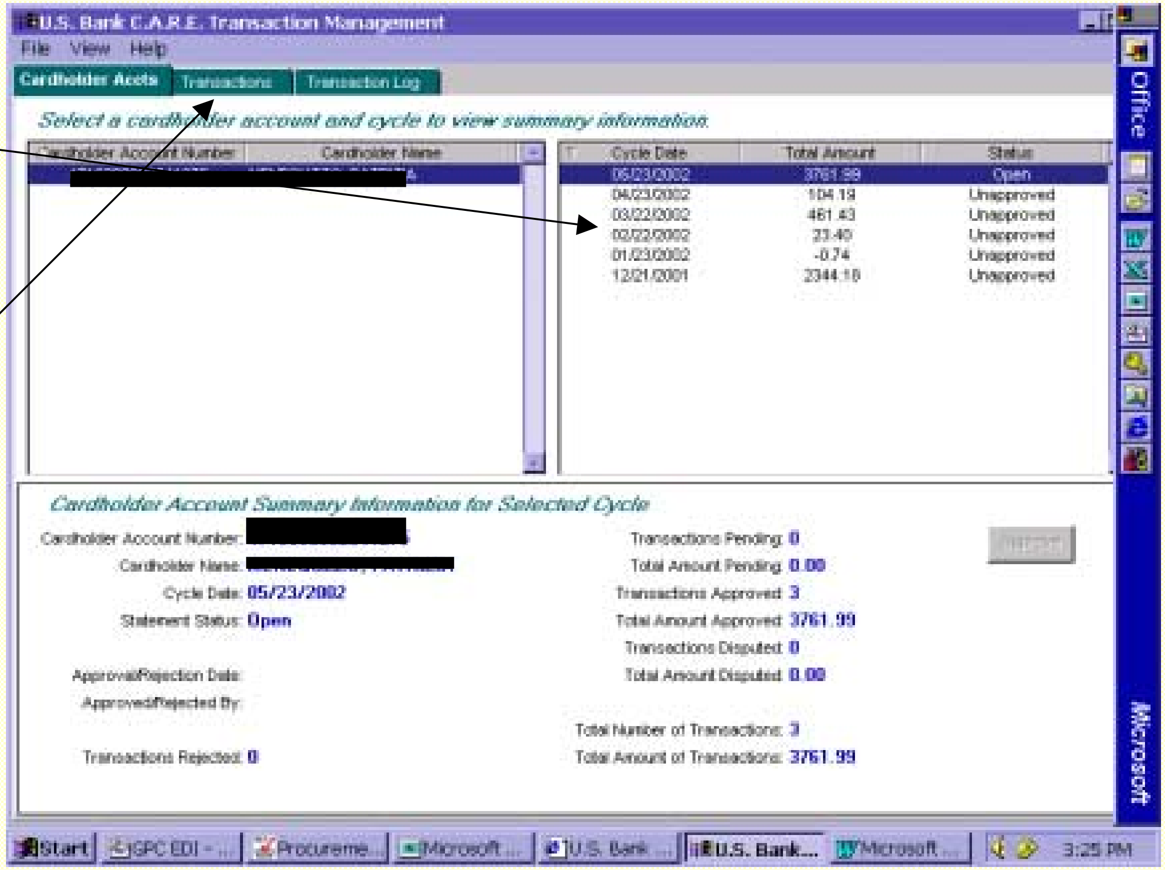


CARE EDI

You must now **click on a "*cycle date*"** to review and approve your transactions.

Once you select a cycle date, the other tabs at the top will become active and allow you to select them.

Then click on the "***Transaction***" tab.



CARE EDI

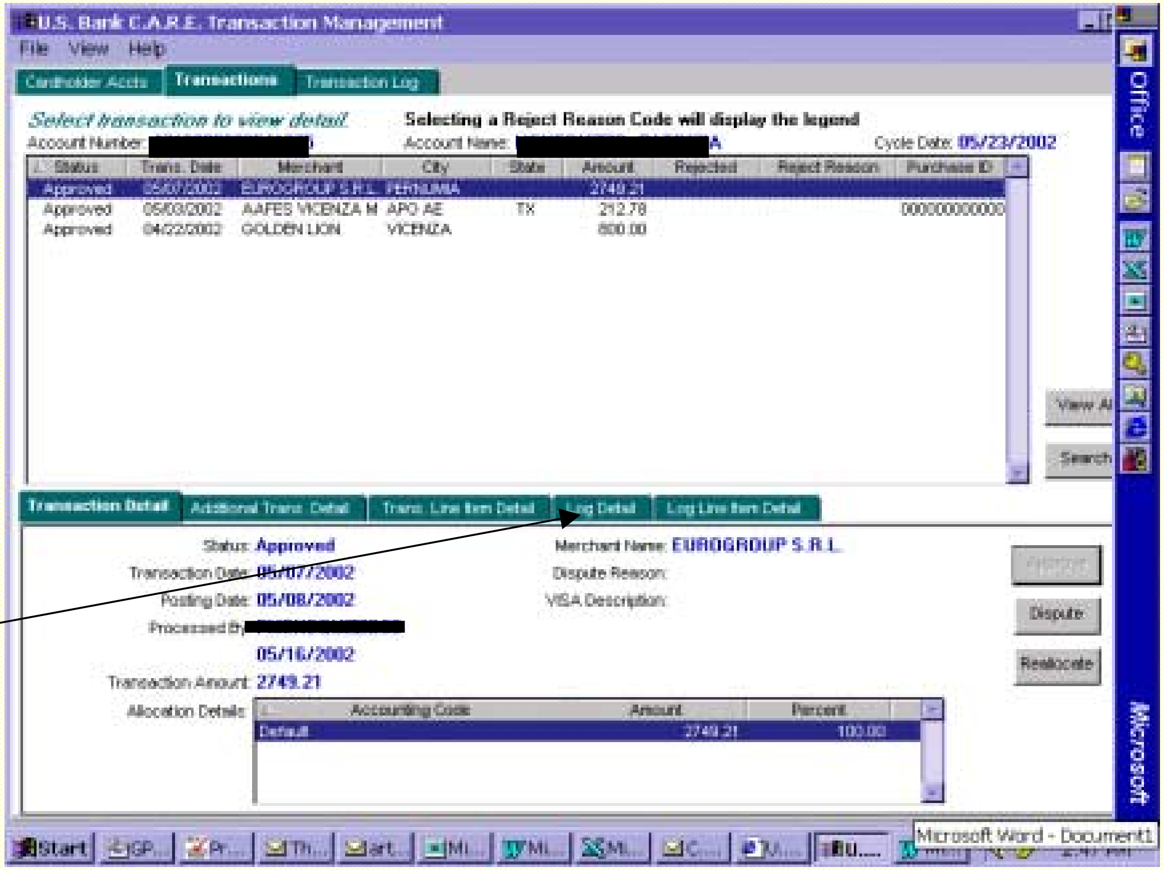
You will see all the transactions that have posted during the selected billing cycle.

You can see the status, date of transaction, merchant name, etc.

In the middle of the screen you will see 5 additional **Transaction Data** tabs.

To ***approve transactions***, you have to select each one individually. Then click on the ***Log Detail*** tab.

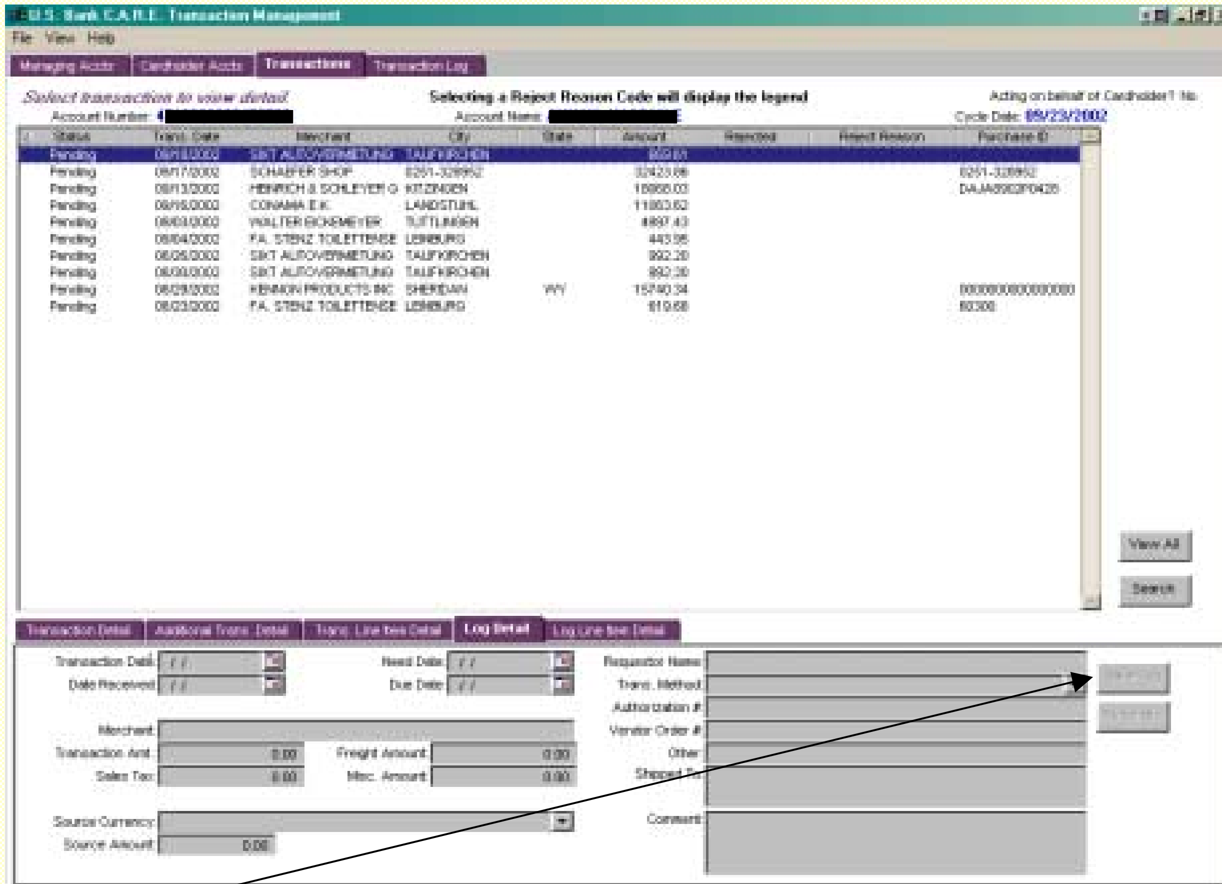
You can also ***Dispute*** transactions from this page.



CARE EDI

On the ***Log Detail*** tab, you will need to fill in as much information as possible for the transaction selected (highlighted in blue at the top of the screen).

The Dept. of the Army minimum requires the **Transaction Date, Merchant Name,** and **Transaction Amount (if purchase was in dollars)** to be filled in. If the purchase was made in a foreign currency, the **Source Currency** must be identified and the **Source Amount** must be filled in.



Once completed, click on ***Save Log***. **This will approve the transaction**, and change the transaction status from pending to approved.

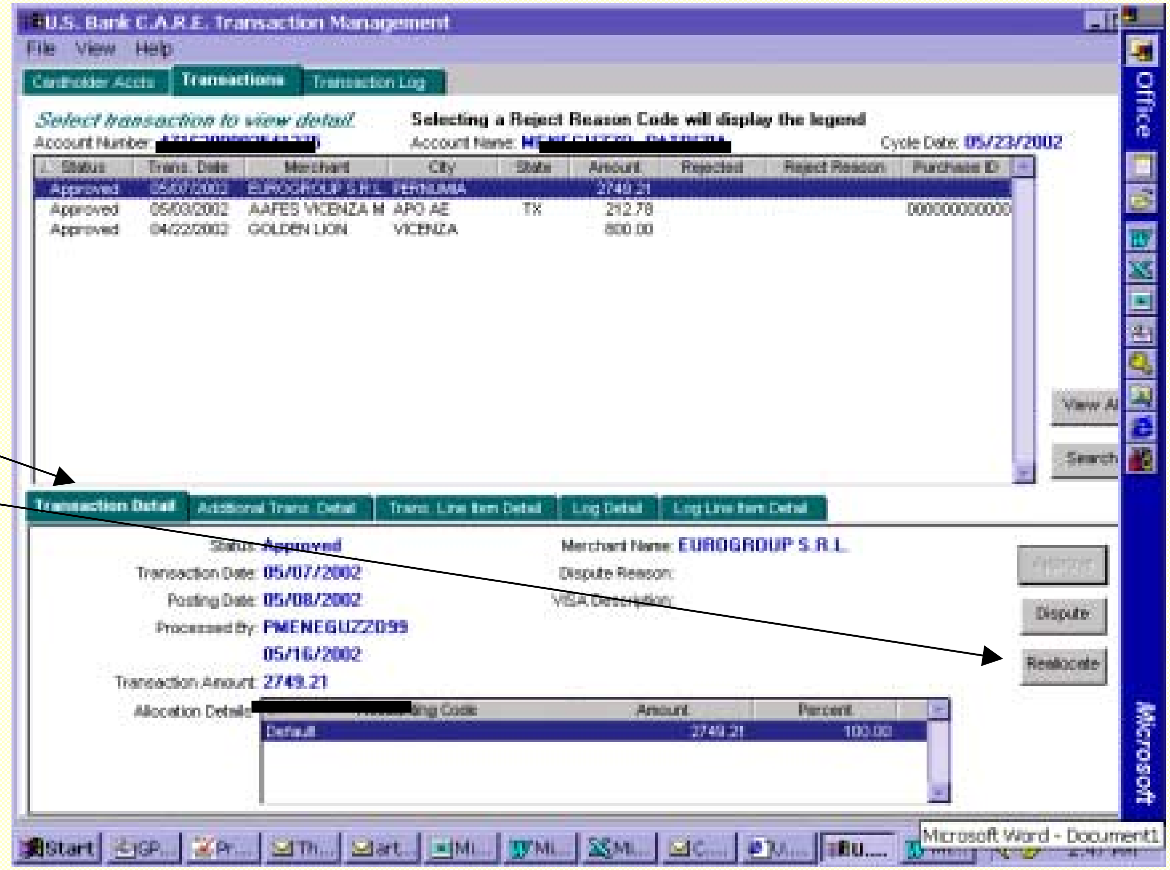
You will need to repeat this process for each transaction.

CARE EDI

Reallocation

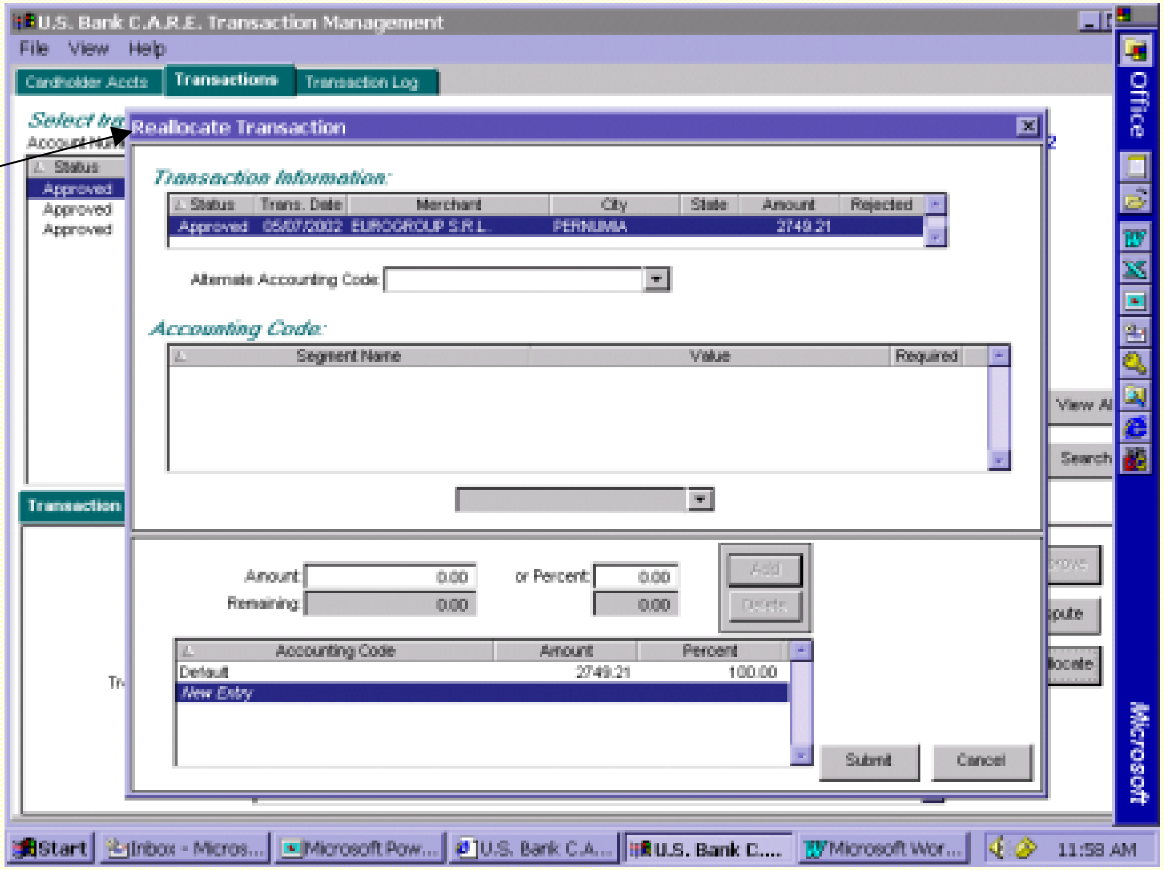
Reallocation is for those activities that will have more than one fund cite. In the Transactions Tab, go to Transaction Detail.

Click on Reallocate



CARE EDI

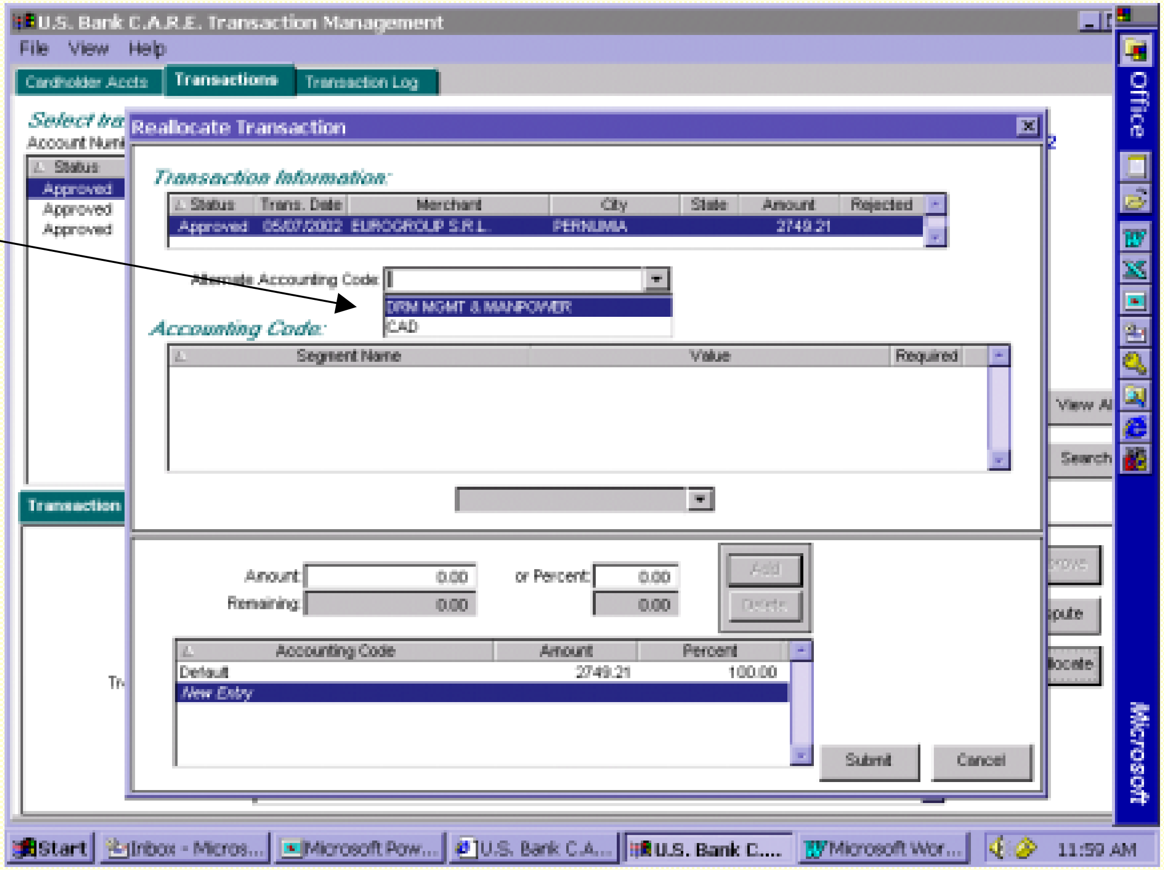
This screen, “**Reallocate Transaction**” will come up. Right now all the fields are blank.



CARE EDI

Next to Alternate Accounting Code, there is a drop down list. **Select the correct alternate line of accounting**.

Your Resource Management office will give you additional guidance.

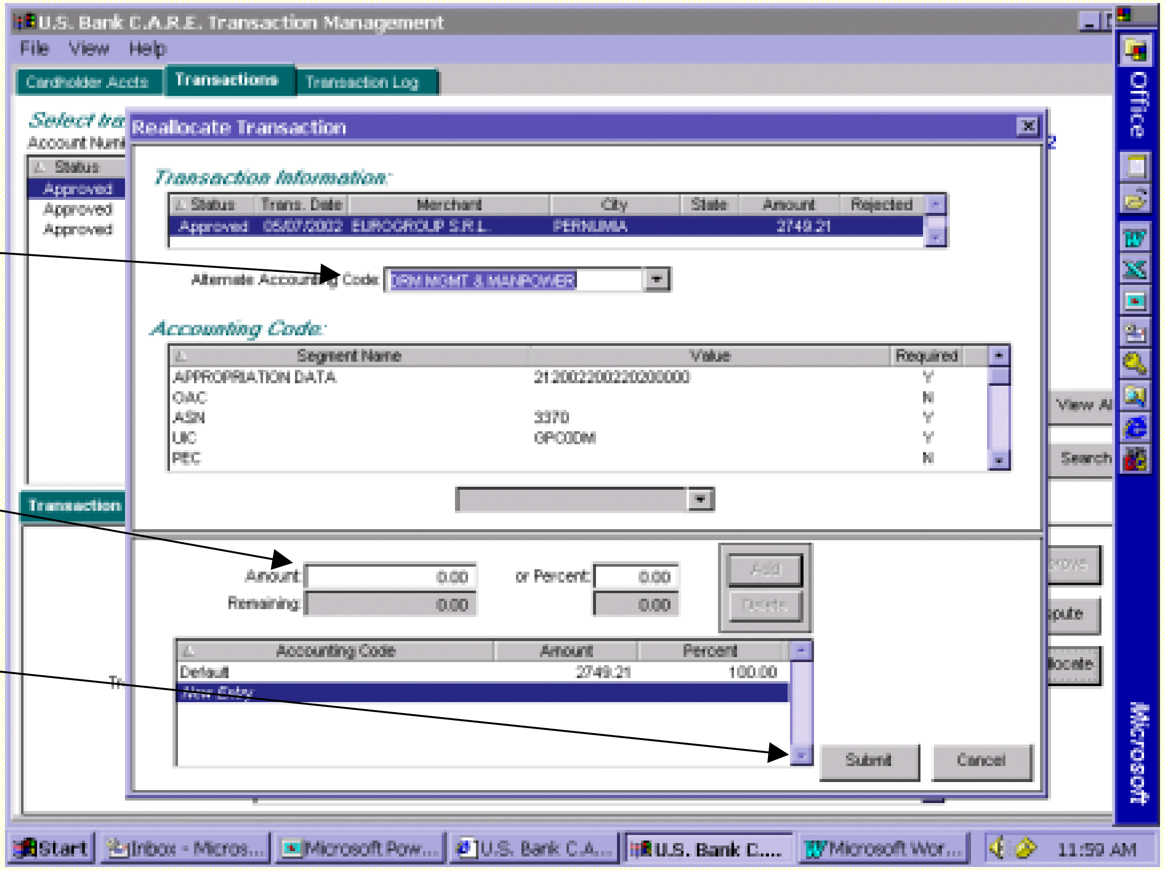


CARE EDI

Once you have chosen the alternate line of accounting, the Accounting Code information automatically populates. (You cannot change this information)

Type in the **amount** or **percentage** of the transaction to be reallocated.

You can then click on **submit** or **cancel**.



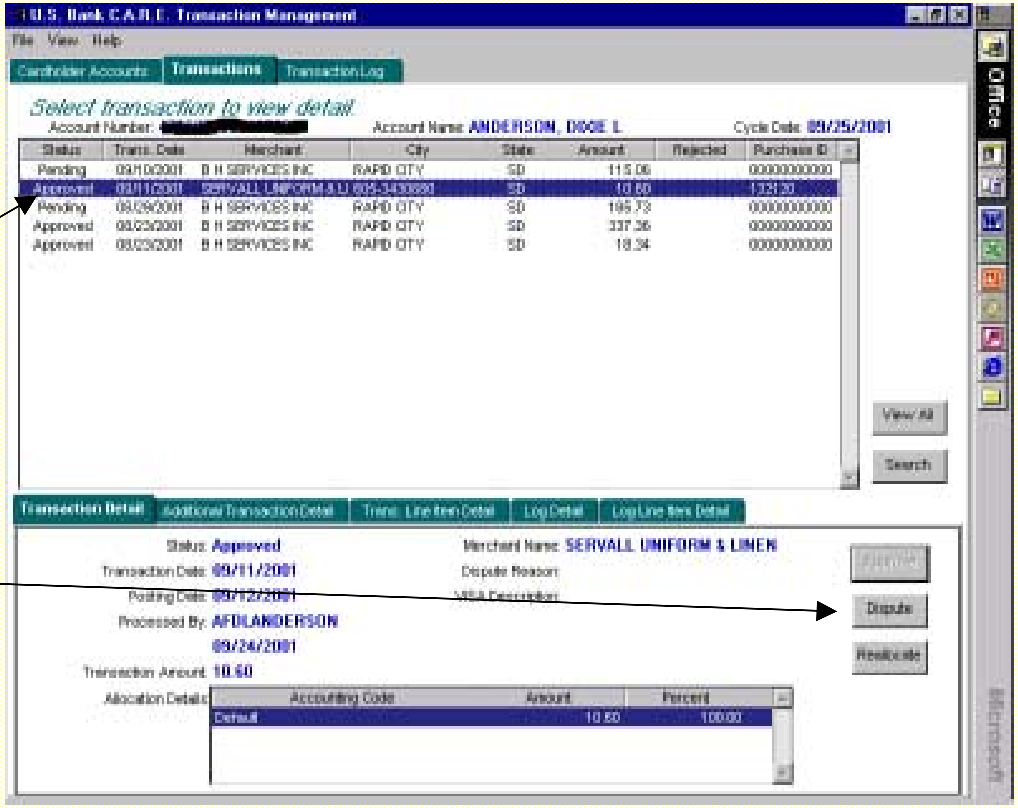
CARE EDI

Disputing Transactions

Transactions can be disputed in CARE.

Highlight the transaction and then click on the **Transaction Detail Tab.**

You will then have the option to Dispute the transaction by clicking on the **dispute** button.



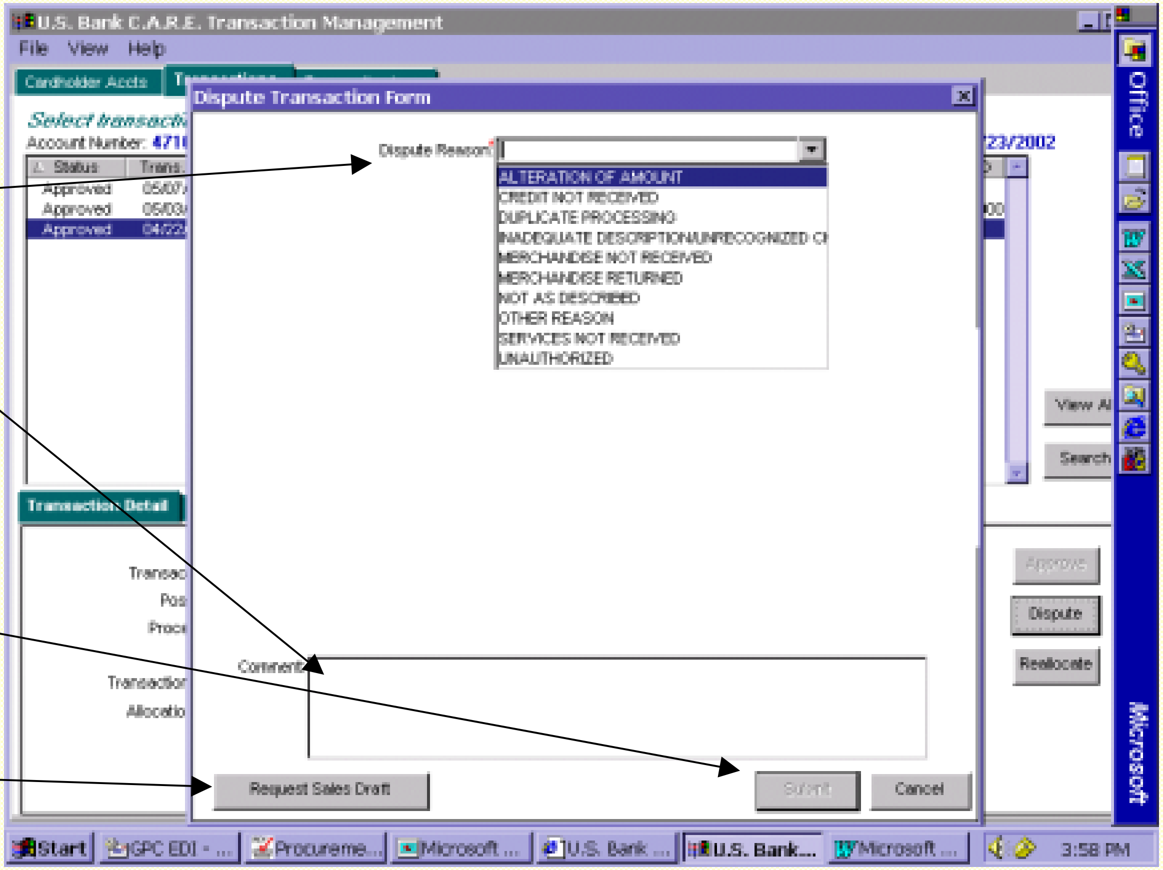
CARE EDI

In the **Drop Down List** you will **select** the reason for the Dispute.

You should use the comments sections to provide any additional information.

Once you have filled out the form you will click the **submit** button, or cancel if you don't need to submit the dispute.

You can also request a Sales Draft (receipt).

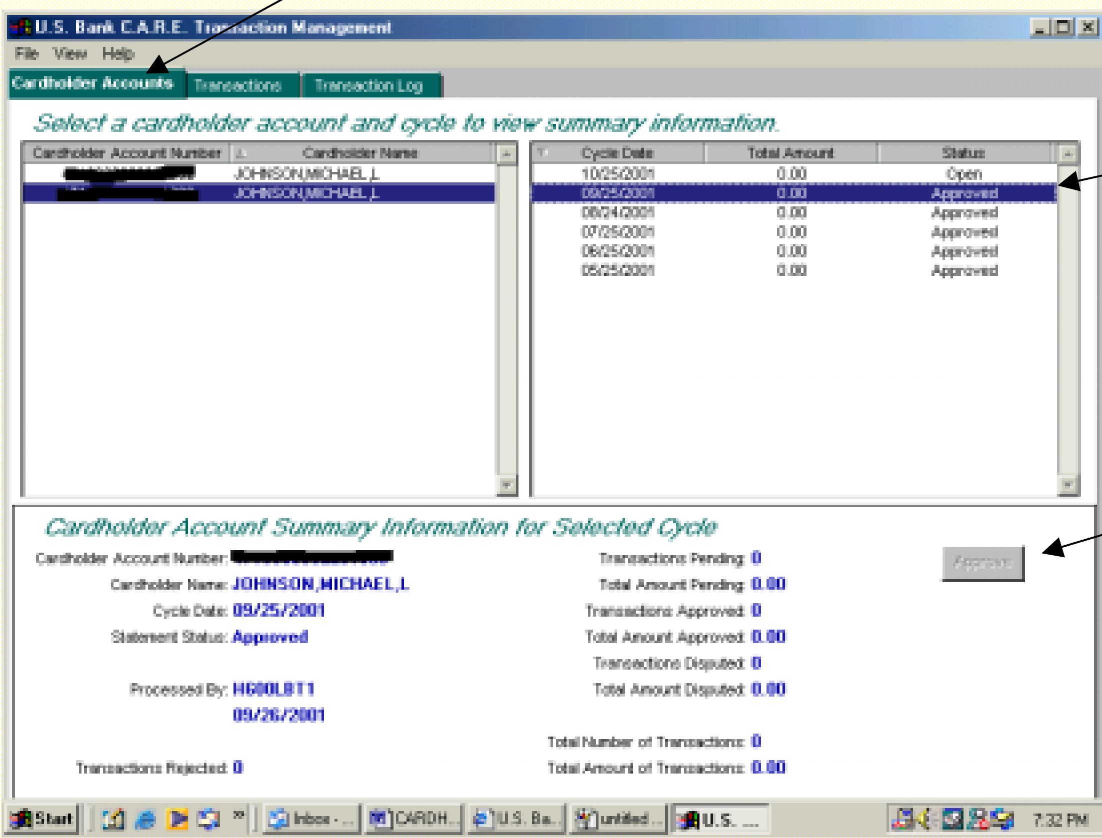


DISPUTES HAVE TO BE SUBMITTED WITHIN *<u>60 DAYS</u>* OF THE DATE OF THE STATEMENT ON WHICH THE TRANSACTION APPEARS. You can dispute a transaction even if it was previously approved – you just select the cycle date (statement) where the transaction appears and then dispute the transaction by following the procedures above.

CARE EDI

After you have approved all your transactions for the billing cycle, you may now proceed to approve your statement.

Click on **Cardholder Accounts** tab



The cycle date should still be highlighted

Approve the cycle by clicking on the **Approve** button.

CARE EDI

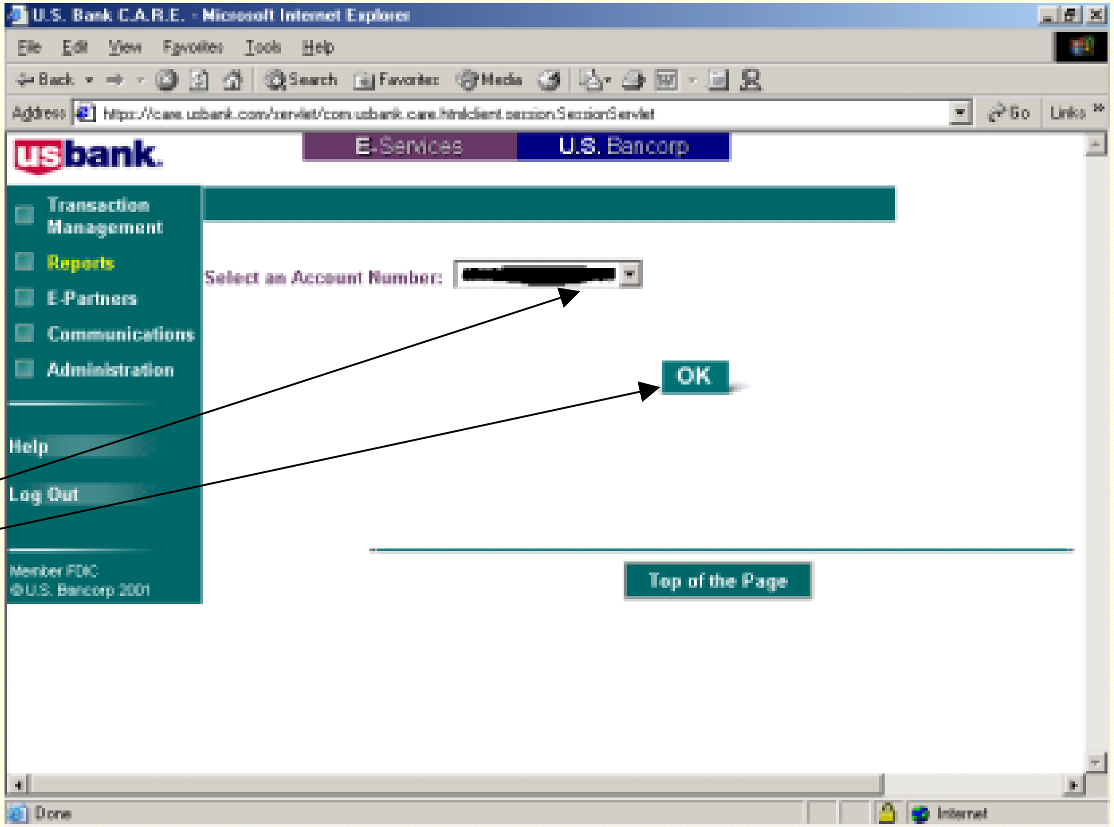
D. PRINTING YOUR MONTHLY STATEMENT

NOTE: All transactions must be approved prior to approving monthly statement and printing monthly statement.

After you login, click on Reports.

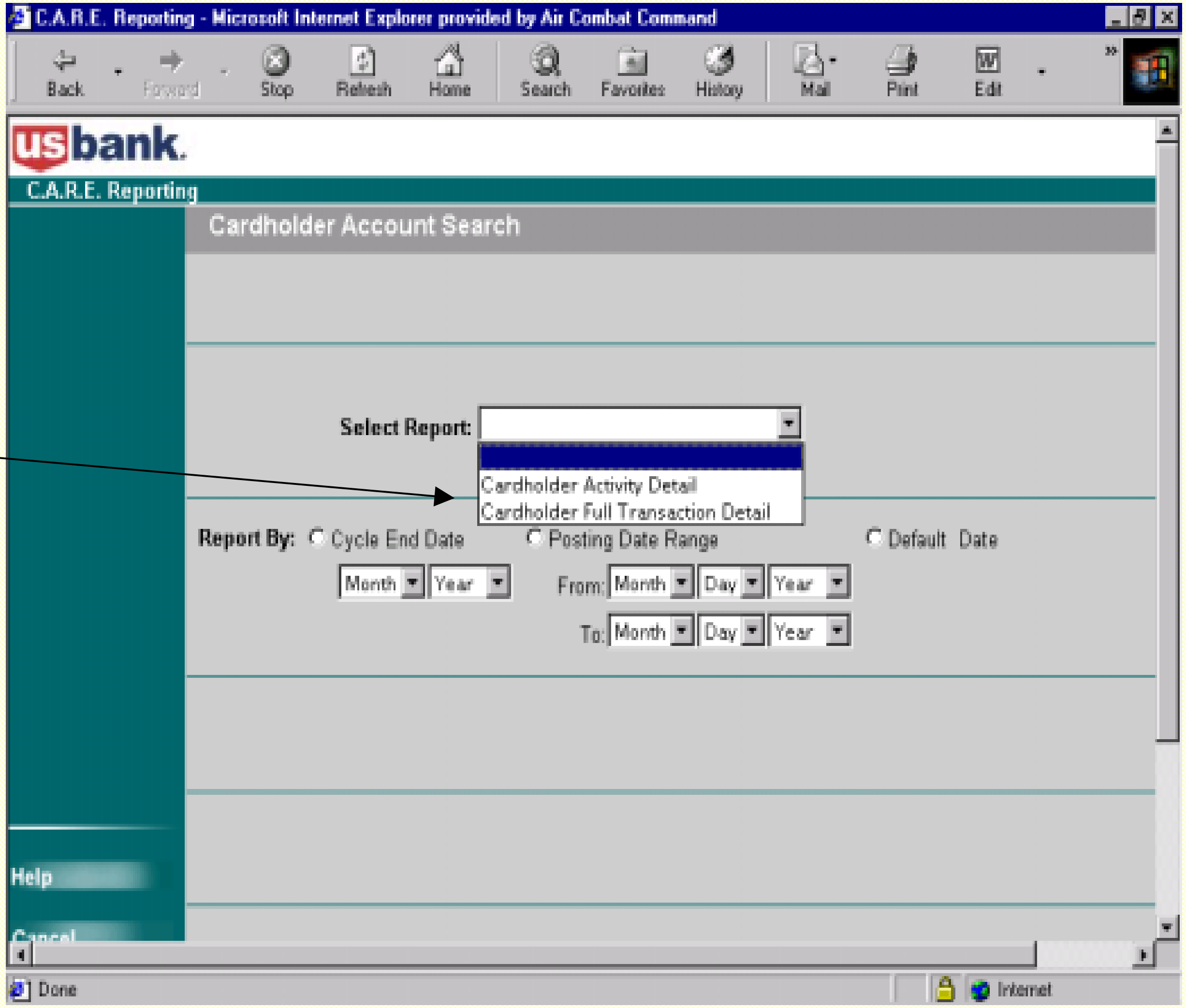
If you have more than one account, click the down arrow and select the account you want to work with.

Click OK



CARE EDI

Select the Cardholder Full Transaction Detail from the drop down menu.



CARE EDI

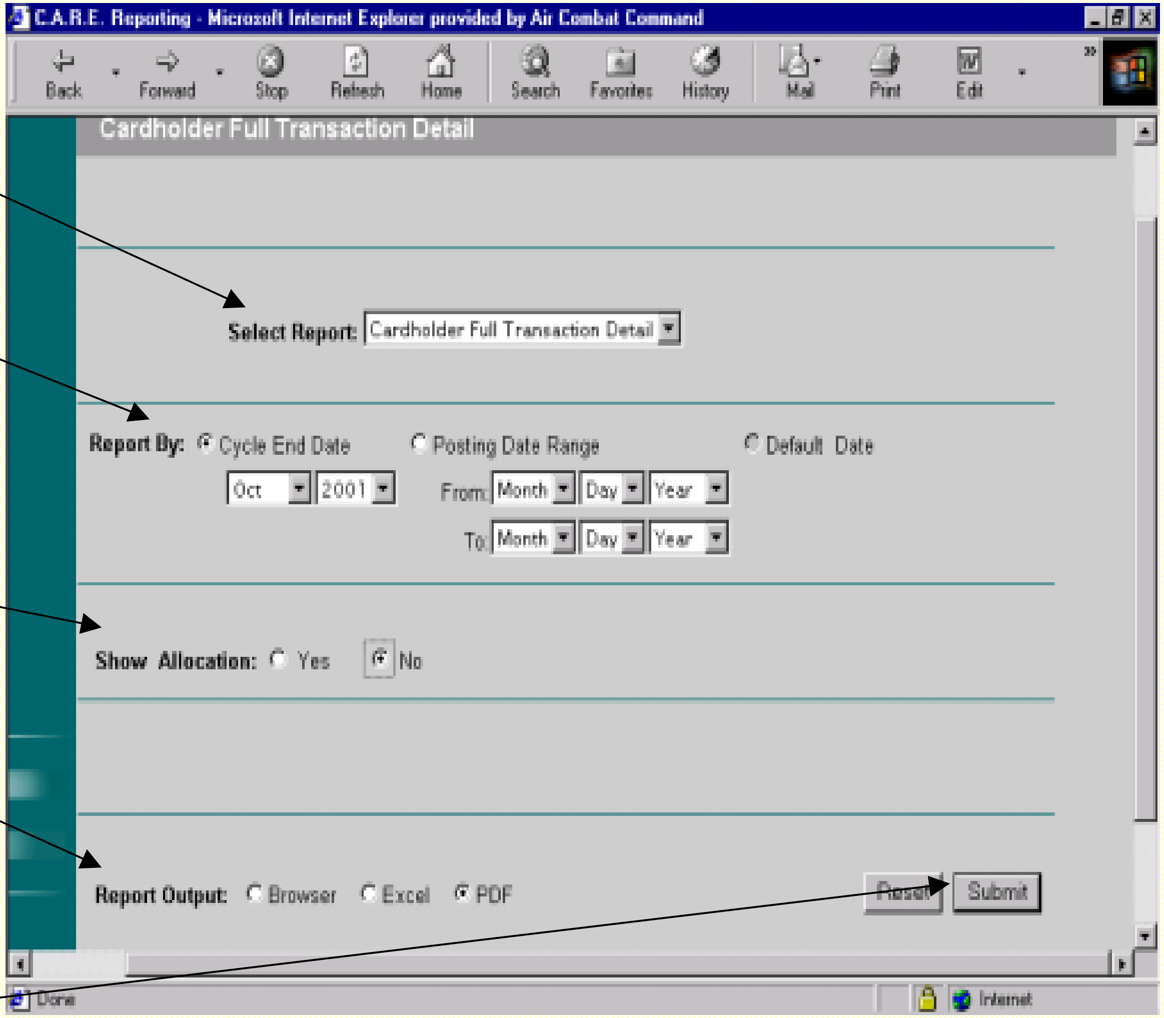
The report you want to select is “Report By: Cycle End Date”.

From the drop down menus, select the appropriate Month and Year.

Select the “No” radio button for Show Allocation. If you select “Yes” it shows all the accounting classification data for your purchases.

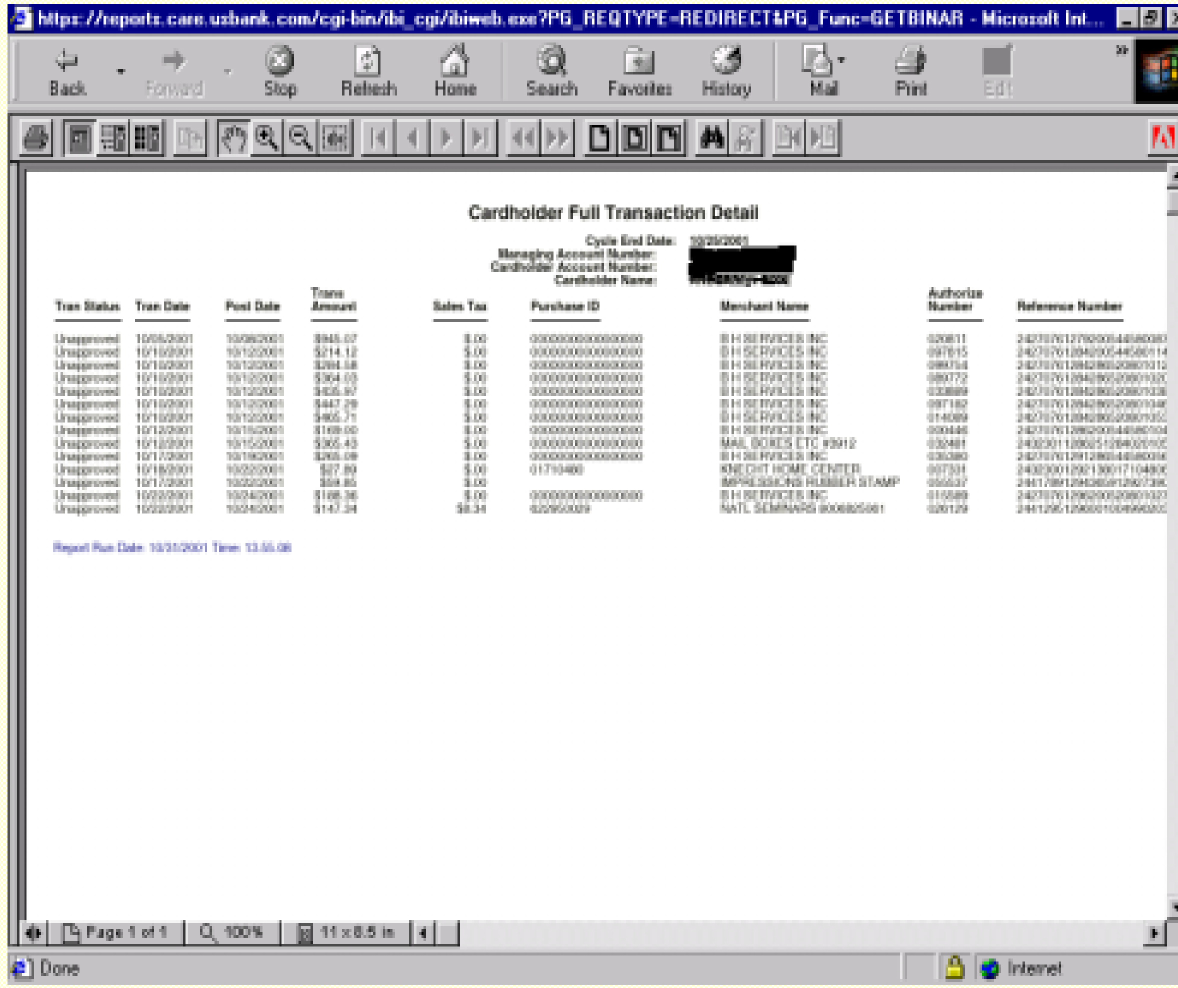
For the Report Output, you can select any one of these. For the best print and legibility, select the “PDF” radio button.

Now you can click on “SUBMIT” to generate the report.



CARE EDI

This is the report you will see. It has all the data required and is easy to follow. To get all the information, you need to print it as “Landscape” on your printer.

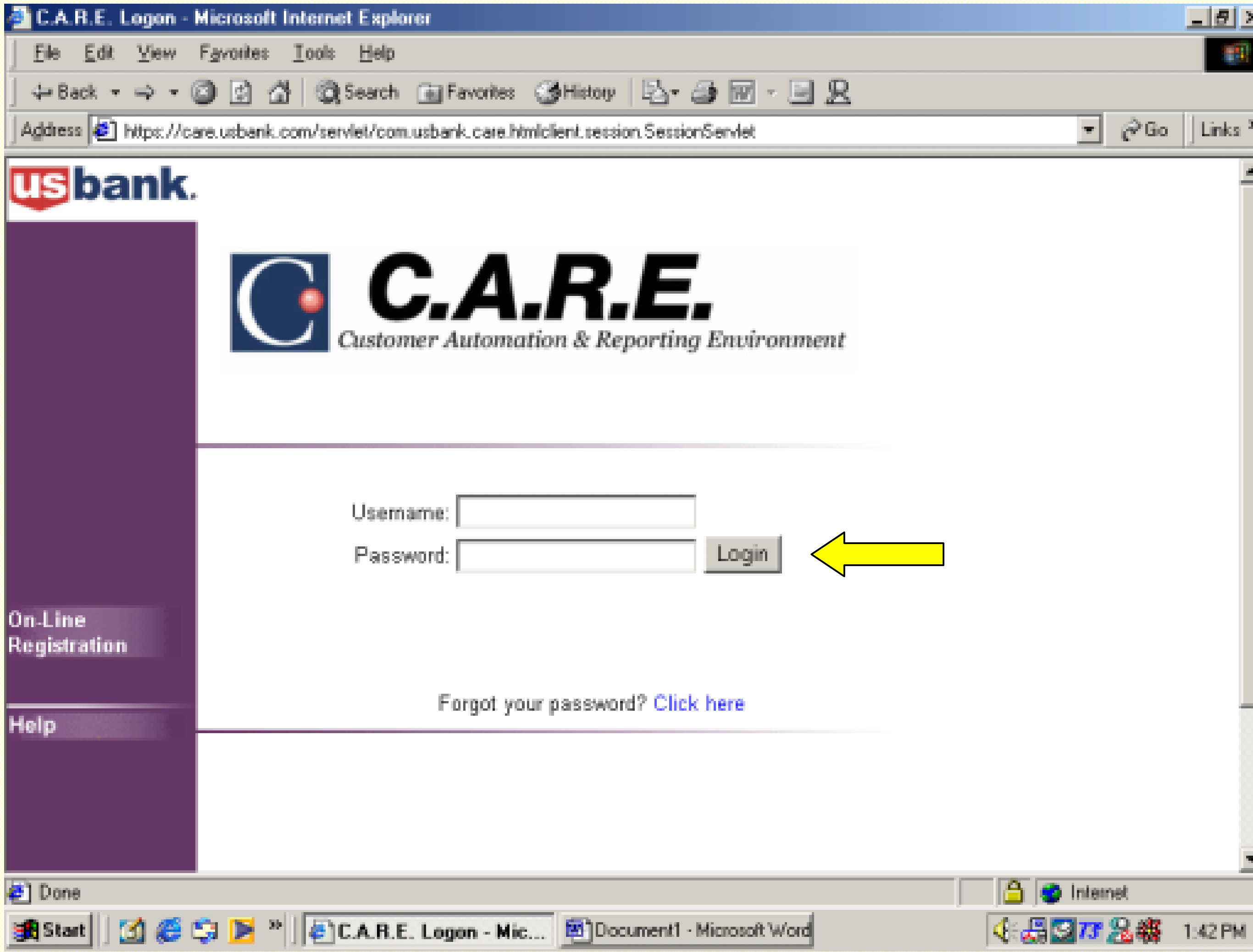


End of Cardholders Procedures Sections

CARE EDI

BILLING OFFICIALS INSTRUCTIONS FOR OPERATION

Log into CARE.

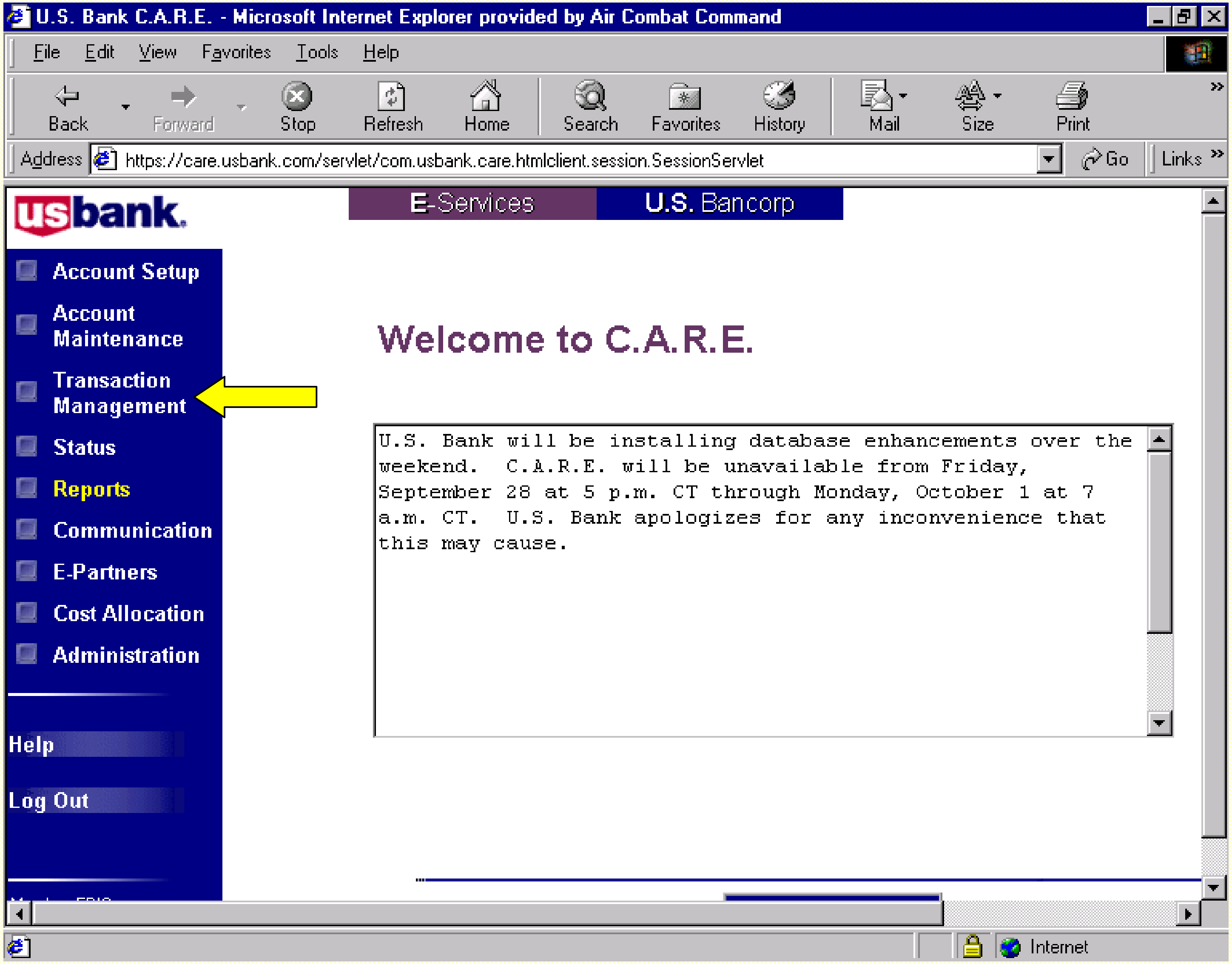


APPROVING YOUR BILLING OFFICAL ACCOUNTS

Once your cardholders have approved their accounts, you as the Billing Official must also approve them. This incorporates a “check and balance” to the expenditure of Government funds. **By you approving the account, you are agreeing the funds were spent properly and only for official requirements**.

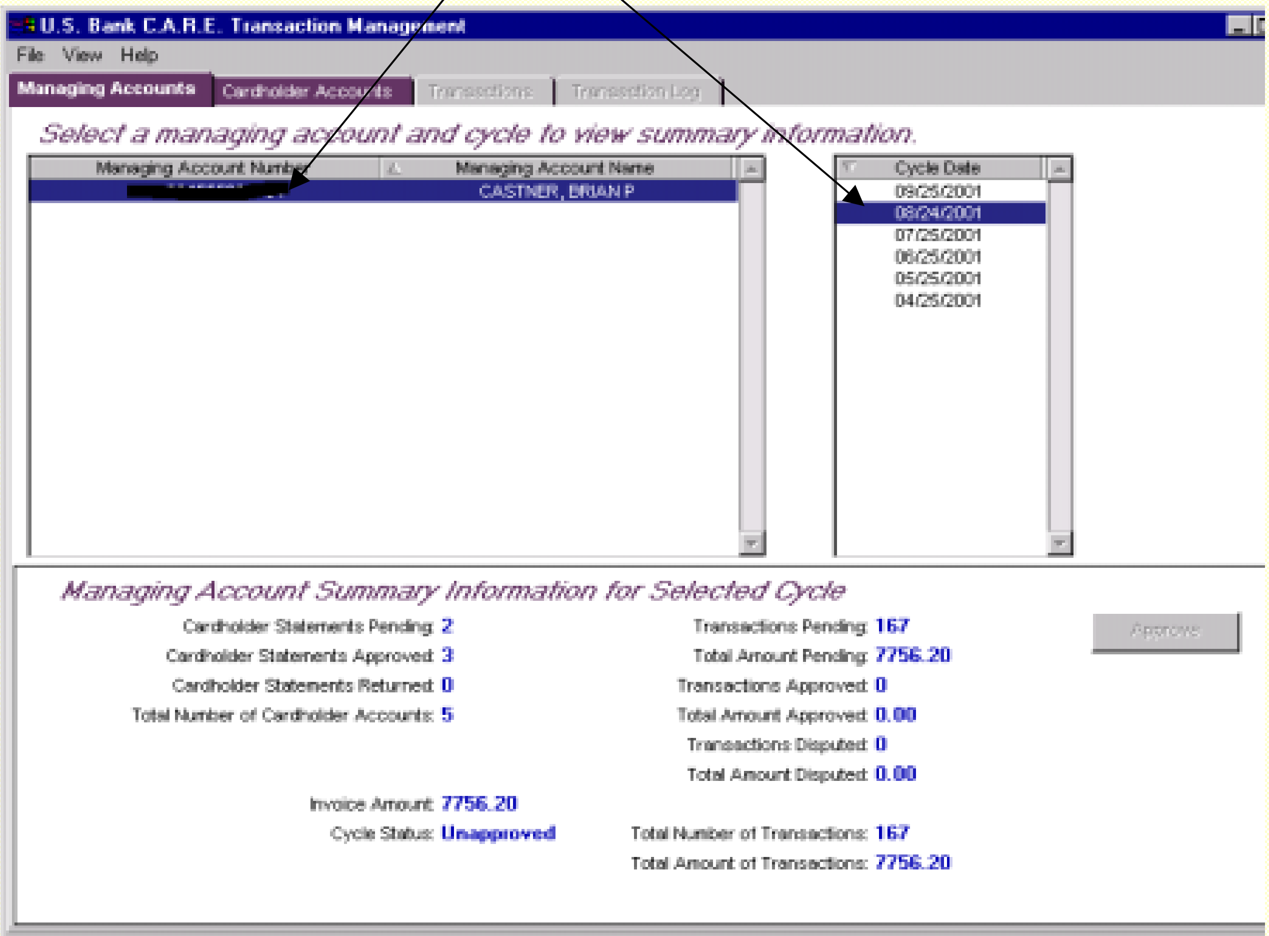
To approve your cardholders accounts take the following actions.

CARE EDI


U.S. Bank C.A.R.E. - Microsoft Internet Explorer provided by Air Combat Command
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Size Print
Address https://care.usbank.com/servlet/com.usbank.care.htmlclient.session.SessionServlet
Go Links
usbank
E-Services
U.S. Bancorp
Account Setup
Account Maintenance
Transaction Management
Status
Reports
Communication
E-Partners
Cost Allocation
Administration
Help
Log Out
Welcome to C.A.R.E.
U.S. Bank will be installing database enhancements over the weekend. C.A.R.E. will be unavailable from Friday, September 28 at 5 p.m. CT through Monday, October 1 at 7 a.m. CT. U.S. Bank apologizes for any inconvenience that this may cause.
Internet

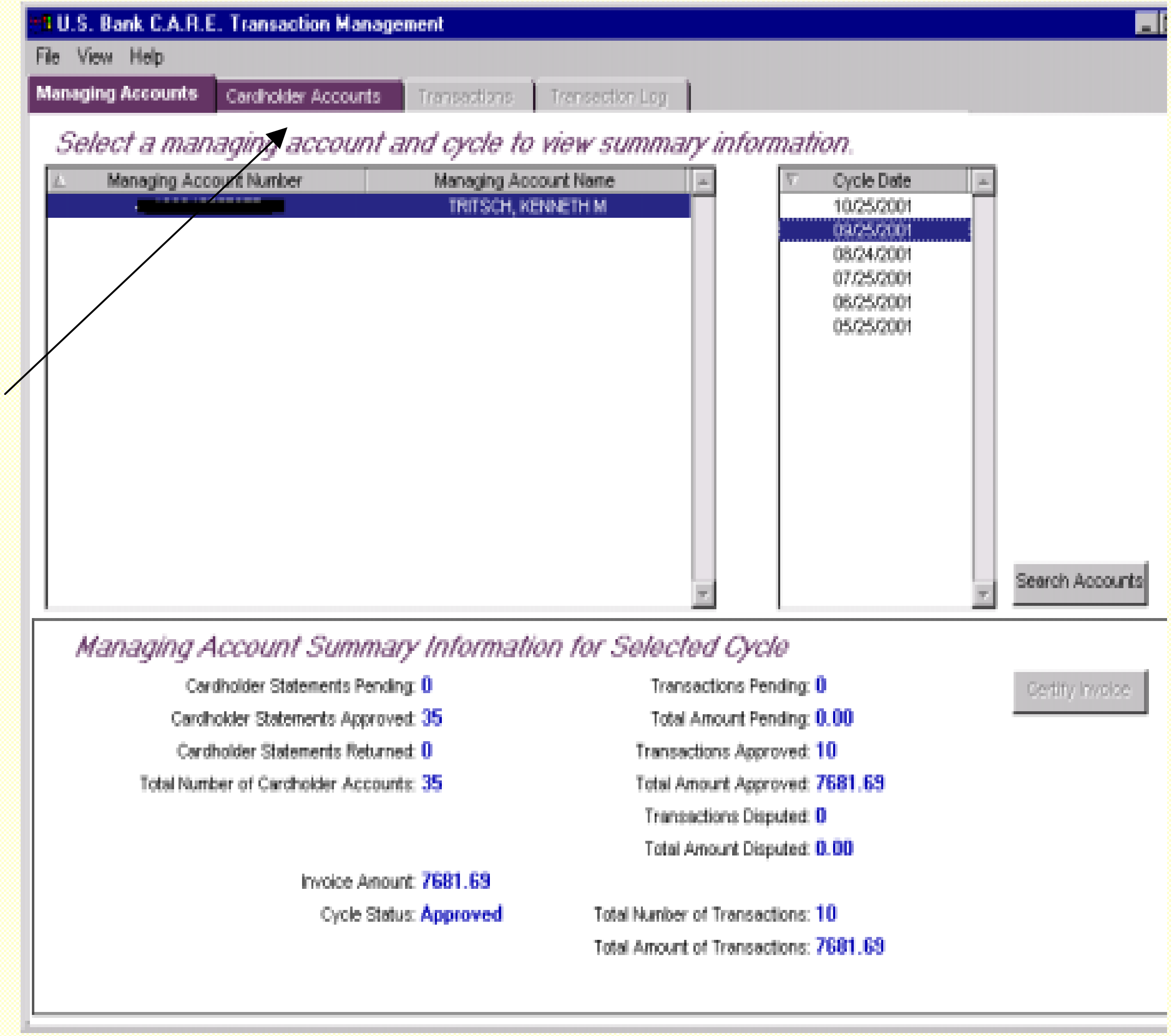
CARE EDI

Log into Transaction Management and click on the account and cycle you want to Approve.



CARE EDI

Once you have the account and cycle identified, click on the Cardholder Accounts tab.



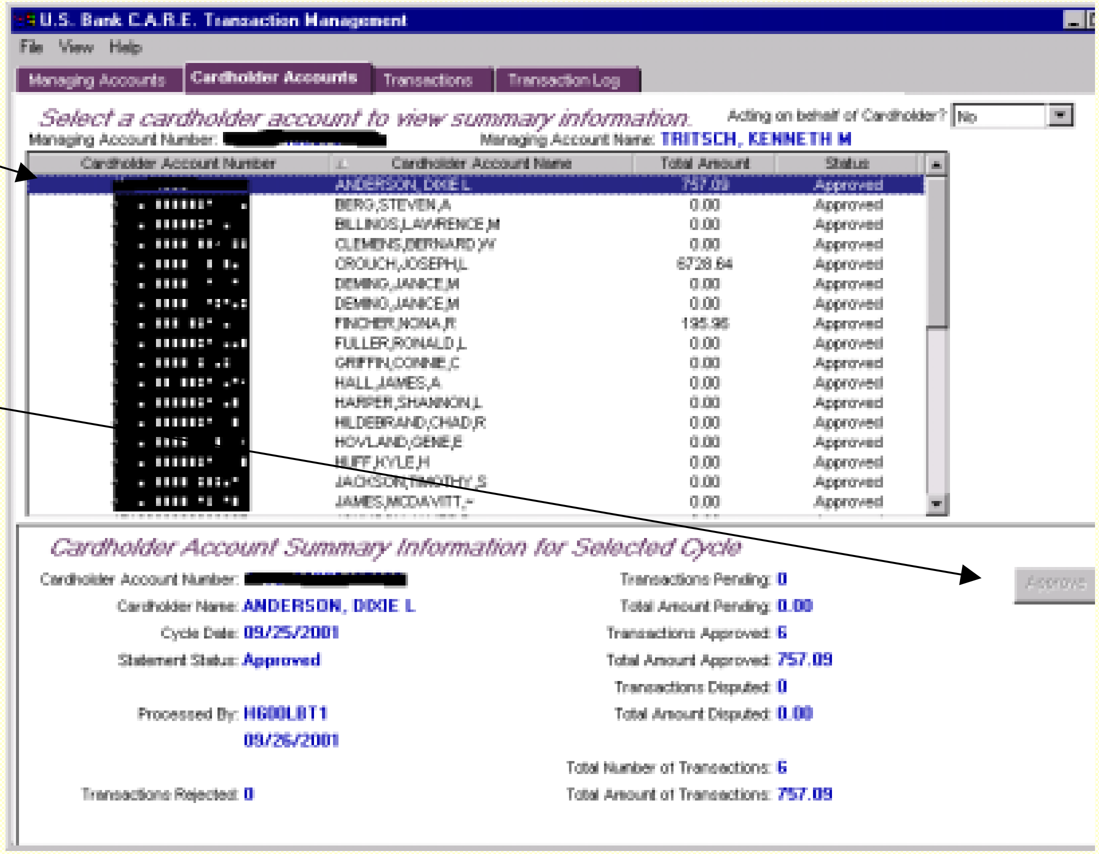
CARE EDI

Select the cardholder you want to approve.

Click the Approve/Certify button. (This account has already been done)

You will get a screen to verify you are certifying the accuracy of the transactions/account. Click the appropriate button.

Repeat until all accounts completed.

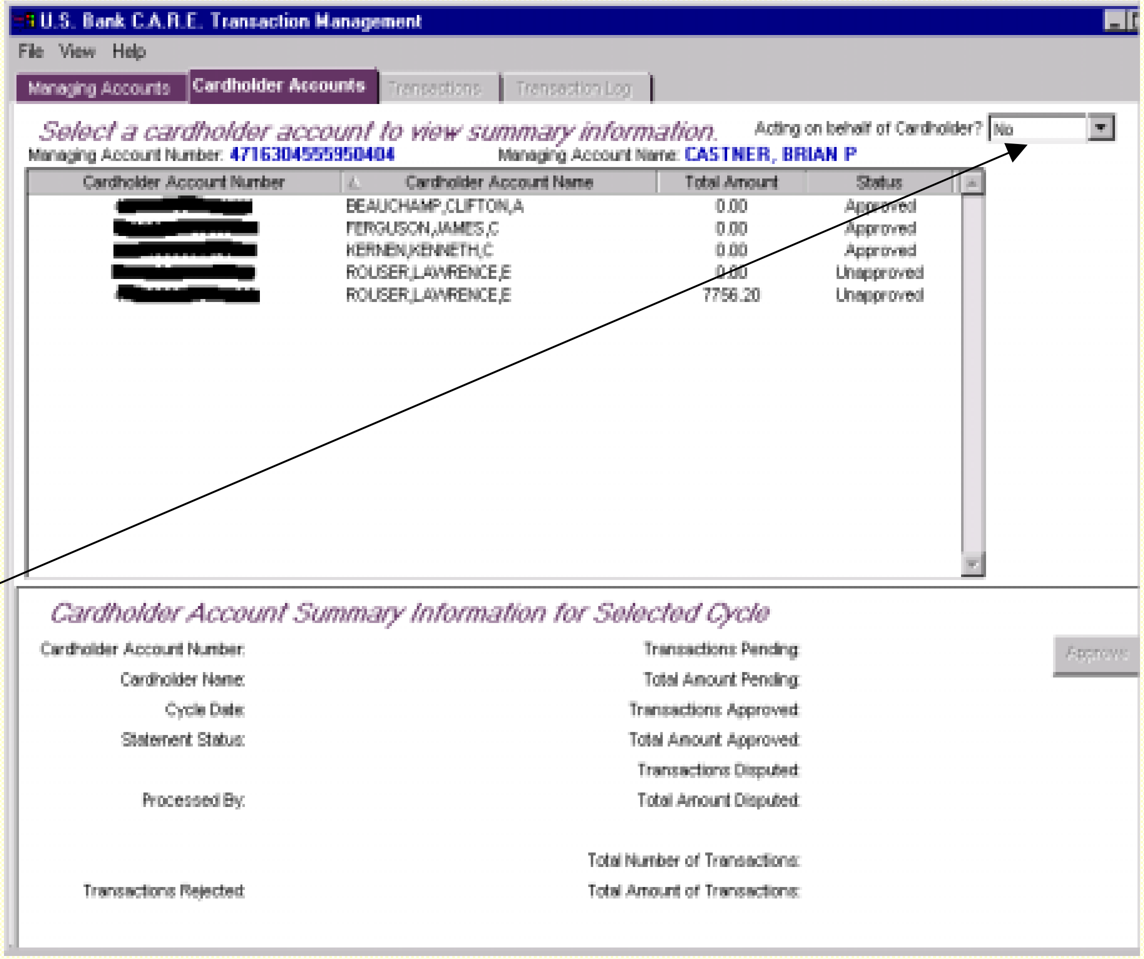


CARE EDI

IF CARDHOLDER IS UNAVAILABLE TO APPROVE BEFORE 15 DAYS AFTER THE BILLING CYCLE

If your cardholder is TDY, Deployed or just not available to approve actions immediately following the end of the cycle, you can approve transactions as the cardholder. If it is 16 days or more after the end of the cycle you CANNOT select act in behalf of the cardholder, at that point only the billing official can work the account.

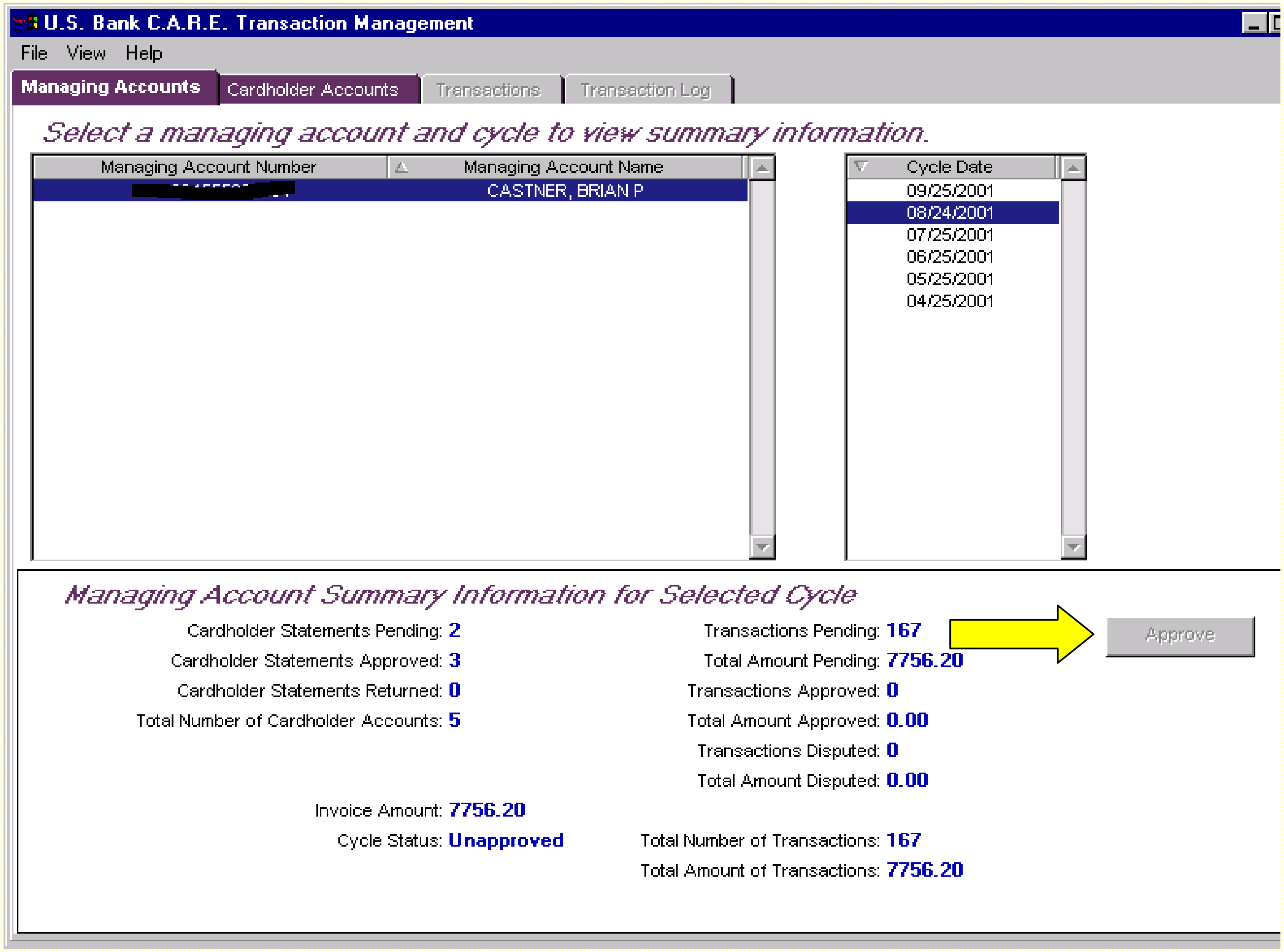
CARE EDI



Once you login and go to Transaction Management you then select the account you want to work. You will see this screen.

If it is less than 15 days after the cycle you can act as the cardholder by selecting yes here. Then select the cardholders name and begin working the account as identified in section 1 subsection B page 5.

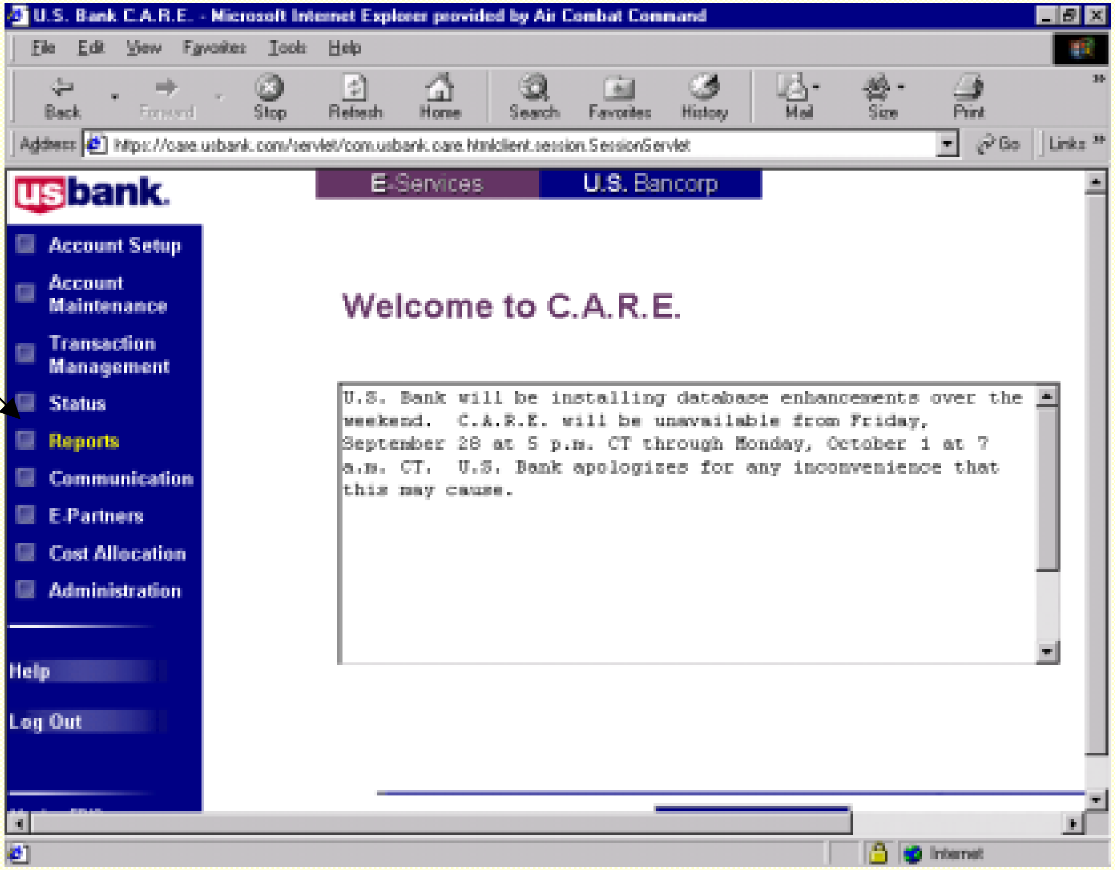
CARE EDI


U.S. Bank C.A.R.E. Transaction Management
File View Help
Managing Accounts
Cardholder Accounts
Transactions
Transaction Log
Select a managing account and cycle to view summary information.
Managing Account Number
Managing Account Name
[redacted]
CASTNER, BRIAN P
Cycle Date
09/25/2001
08/24/2001
07/25/2001
06/25/2001
05/25/2001
04/25/2001
Managing Account Summary Information for Selected Cycle
Cardholder Statements Pending: 2
Cardholder Statements Approved: 3
Cardholder Statements Returned: 0
Total Number of Cardholder Accounts: 5
Invoice Amount: 7756.20
Cycle Status: Unapproved
Transactions Pending: 167
Total Amount Pending: 7756.20
Transactions Approved: 0
Total Amount Approved: 0.00
Transactions Disputed: 0
Total Amount Disputed: 0.00
Total Number of Transactions: 167
Total Amount of Transactions: 7756.20
Approve

CARE EDI

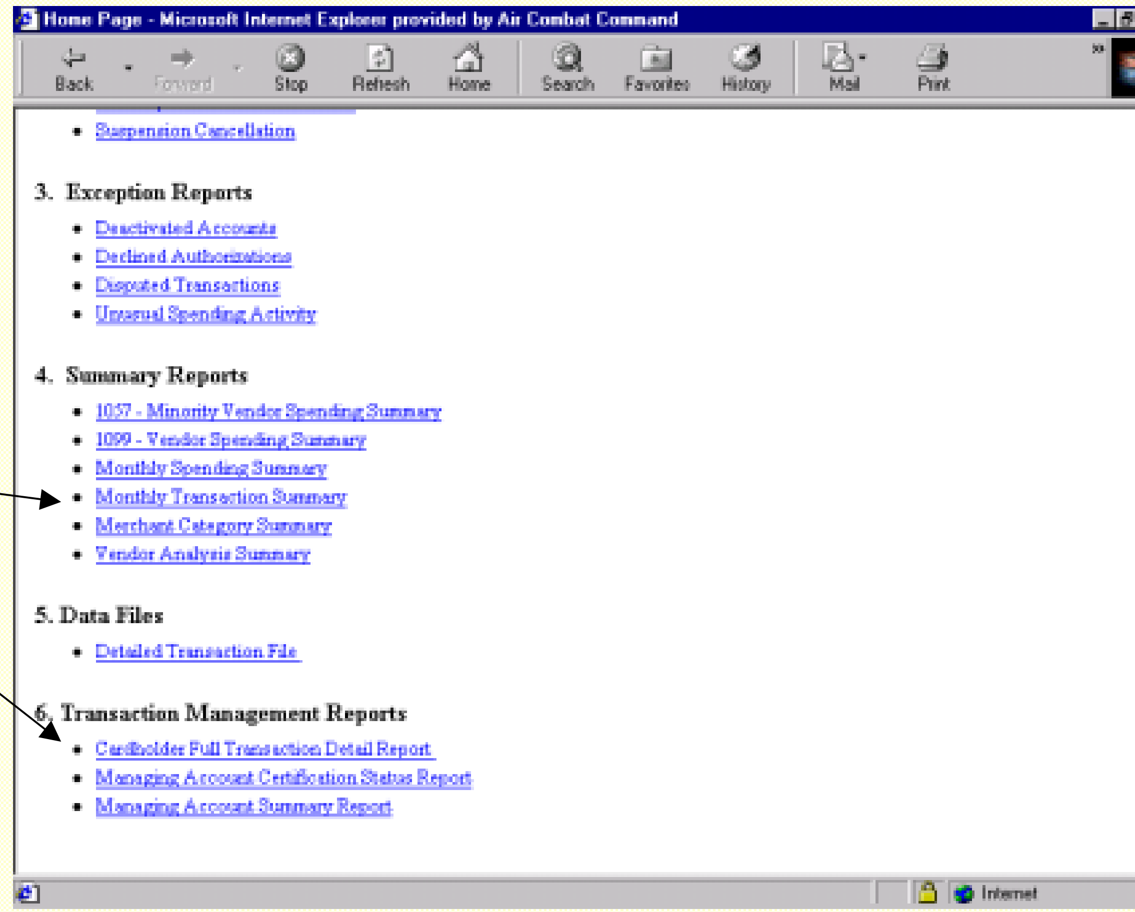
As a BO, you or your Resource Advisor may need to track or look-up the expenditure of funds for certain periods of time. You can print a report that shows how much is spent using the following procedures.

Click on Reports



CARE EDI

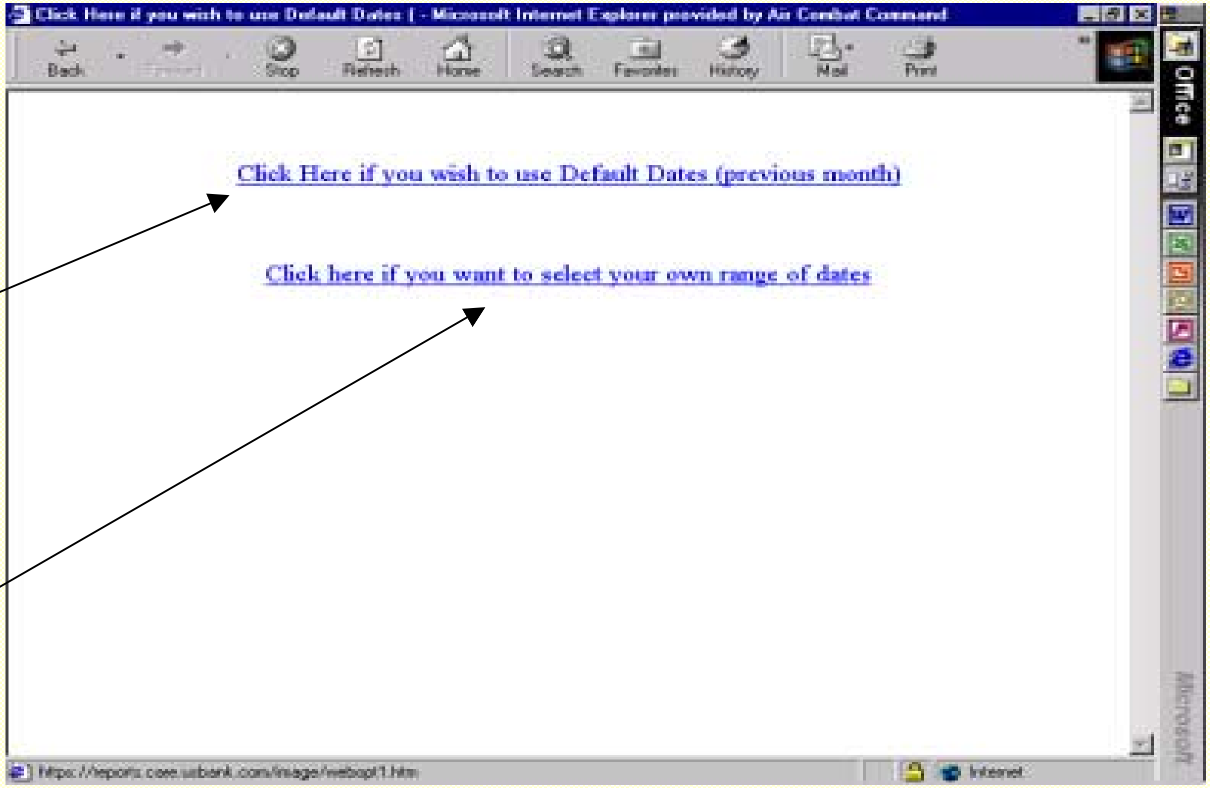
Under "Summary Reports" click on Monthly Transaction Summary.



CARE EDI

Select the report you want to run. To get your monthly BO report click on the first selection.

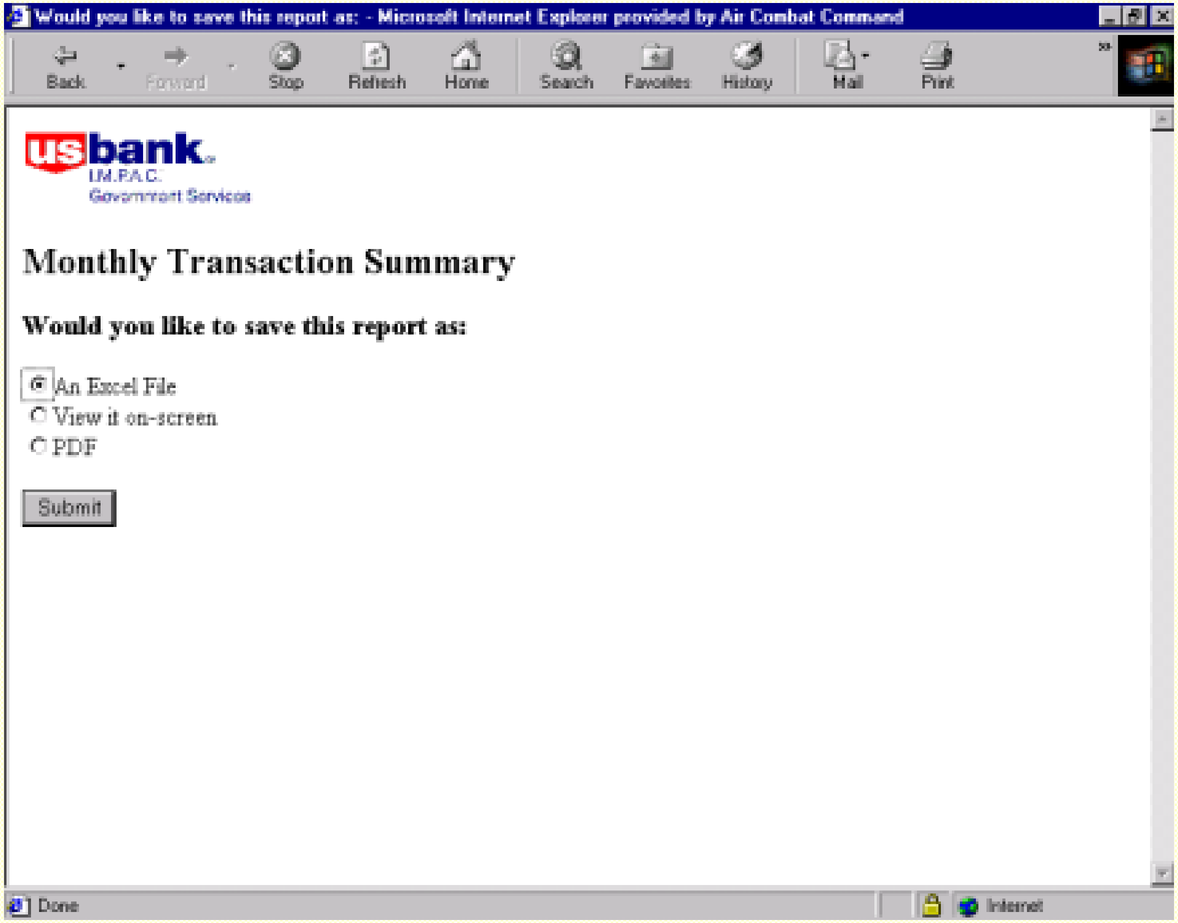
If you are compiling data for EPRS, Awards or annual figures, choose the second selection and enter the dates required.



CARE EDI

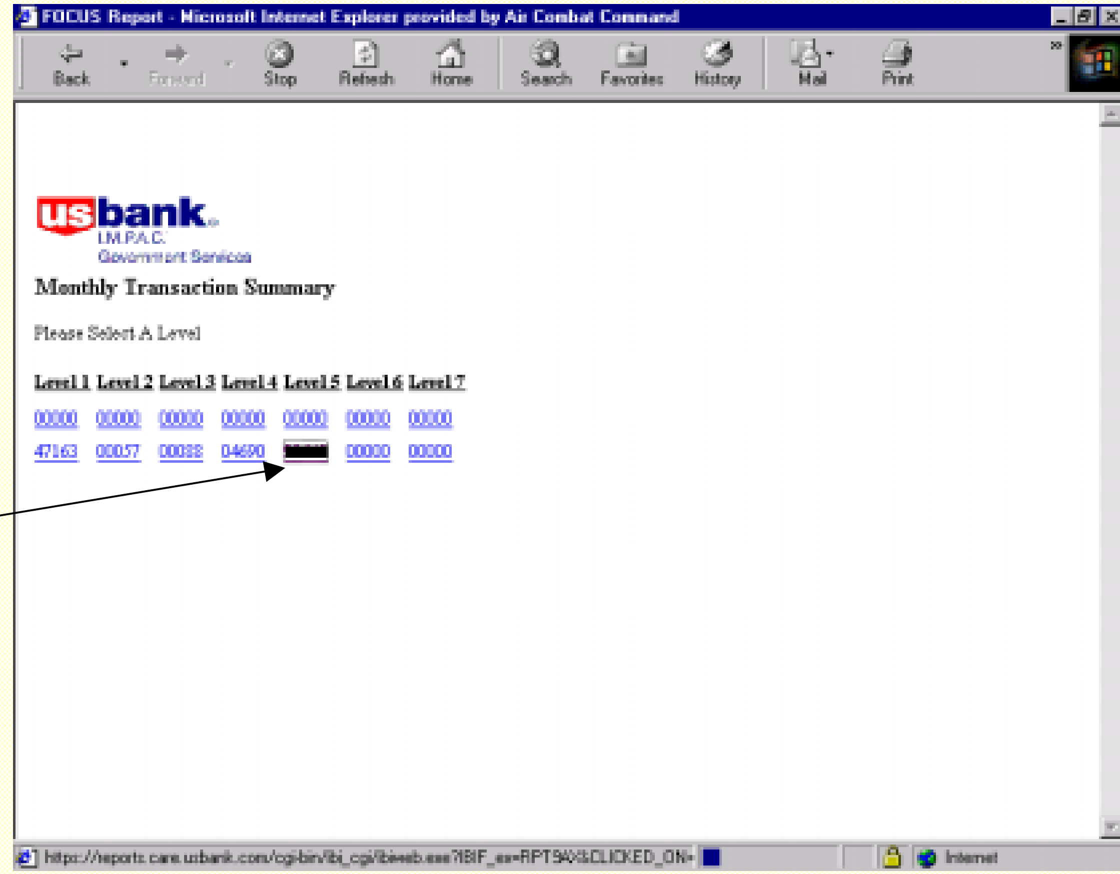
For ease of reading/printing and manipulation, select as an Excel document.

Click Submit.



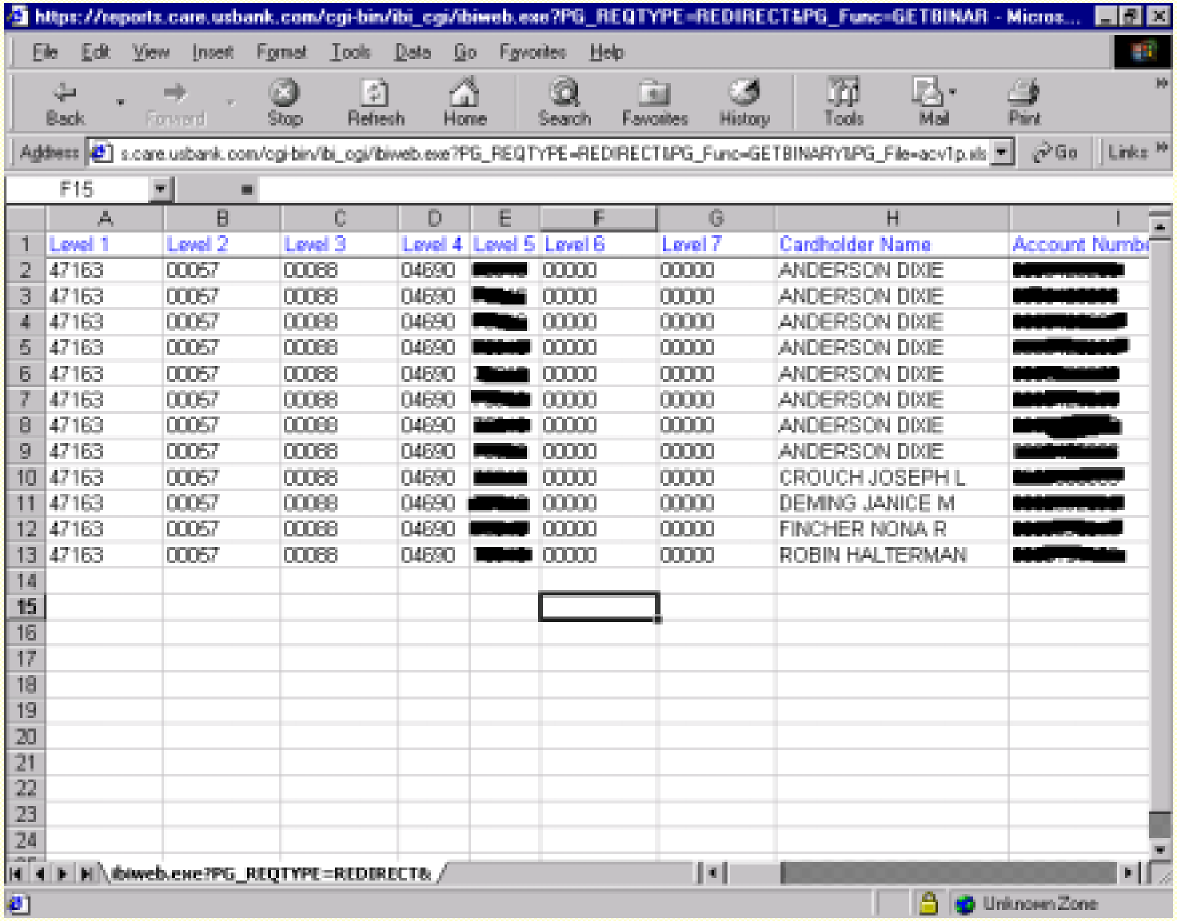
CARE EDI

Now you must identify the account you want to print. Select your “Level 5” number (same as company number).



CARE EDI

This is the report you will receive. It is a combined listing of all your account holders for the period of time specified. As you can see, there is a lot of data on the report you may not need. You can “resize” the columns to save space and even hide/delete columns you don’t need (such as Level 6&7) so you can print your report.



	A	B	C	D	E	F	G	H	I
1	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Cardholder Name	Account Numb
2	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
3	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
4	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
5	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
6	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
7	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
8	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
9	47163	00057	00088	04690	[redacted]	00000	00000	ANDERSON DIXIE	[redacted]
10	47163	00057	00088	04690	[redacted]	00000	00000	CROUCH JOSEPH L	[redacted]
11	47163	00057	00088	04690	[redacted]	00000	00000	DEMING JANICE M	[redacted]
12	47163	00057	00088	04690	[redacted]	00000	00000	FINCHER NONA R	[redacted]
13	47163	00057	00088	04690	[redacted]	00000	00000	ROBIN HALTERMAN	[redacted]
14									
15									
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CARE EDI

REMEMBER:

•Cardholders have 3 working days after Billing Cycle (23rd) to complete Transaction Logs, reconcile and approve of purchases.

•Billing Officials have 2 days after that to Approve Billing Statements.

•Billing Officials can act in behalf of Cardholders and complete Transaction Logs, reconcile and approve of purchases.

•15 days after Billing Cycle, Cardholders are locked out of that cycle and Billing Official MUST complete the above.